



TOWN of GRAFTON
Grafton Memorial Municipal Center
30 Providence Road Grafton, MA 01519
www.grafton-ma.gov

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GRAFTON, MA

2022 FEB 16 AM 8:56

Grafton Public Library Board of Library Trustees

REGULAR MEETING

MINUTES

Wednesday December 15, 2021 7:00pm via Zoom

Attended: Aaron Vandesteen, Chair; Douglas Bowman, Trustee; Martin Estner, Trustee; Beth Gallaway, Library Director; Daniela Sharma, Trustee; Karen Ceppetelli; Stephanie Teixeira, Vice-Chair; Dana Wilson, Trustee

CALL TO ORDER

The meeting of the Library Board of Trustees was called to order by Aaron Vandesteen, Chair at 7:02 pm.

This meeting was convened via Zoom conference as posted on the Town's website, identifying how the public may join. Aaron read the Script for Remotely Conducted Open Meetings and Public Meeting Remote Participation Guidelines. Of note, this meeting is being recorded, and attendees are participating by video conference.

APPROVE MINUTES

Karen Ceppetelli made a motion to accept the minutes from the November 17th meeting, Marty Estner seconded; the motion was approved by all through a roll call vote.

APPROVE BILLS

Karen made a motion to accept warrants #22 through #25 signed by Library Director Beth Gallaway, seconded by Stephanie Teixeira; the motion was approved by all through a roll call vote.

ON-GOING BUSINESS

- **MPLCP - Beth Gallaway**

We are nearing the end of the project! The outstanding items that still need to be done are slowly diminishing.

- Tutor room doors have come in (waiting on one and the glass for the other 2)
- Waiting on maker space doors design panel
- Waiting on kitchen to community room door design



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- Need the sinks and counters to be lowered
 - You can now call and fax the Library!
 - Tree leaves are installed in the Children's Room
 - Beth received extra help from the Town to make sure the building was clean for the ribbon cutting ceremony
 - MBLC monthly Construction Reports will soon turn into yearly reports
 - Capital Campaign has done an amazing job to fund items that were overlooked from the project
 - Meeting rooms are getting a lot of use and will be included in monthly reports
 - Next building committee is Jan 3, 2022
-
- **Grand Reopening – Dana Wilson**
 - Will be held Friday, December 17, 2021 with invitations being sent out
 - A discussion was held around logistics, who would be in attendance and various activities.
-
- **FY22 Budget Update - Beth Gallaway**
 - Beth went over the budget making note that we need to stay compliant with our hours for MBLC in order to receive the State Aid Program
 - We have three temporary workers filling two positions and would like to extend the time for the temporary workers in order to give Beth time to hire permanent employees. The dollar amount would not exceed the original agreed upon amount.
 - If the positions are filled, will portions of the building still be closed? Possibly due to being bare bones staffing. Have tried to build the number of employees over the past 5 years, but staffing was consistently cut out of the budget so we don't have enough staff to cover (off desk time; program planning and implementation; or vacation/sick coverage).
 - Karen made a motion to extend the date for BiblioTemps to March 31, 2022 and not to exceed the original amount of \$33,756.75; Dana seconded the motion. A discussion as to what happens if more money is needed. A new request will be made. The motion was passed by all.
-
- **FY 23 Budget Request - Beth Gallaway**
 - Beth reviewed the FY23 budget and why costs are going up.
 - Beth requested 2.5% raises for the staff, but the COLA is going up 5.9%



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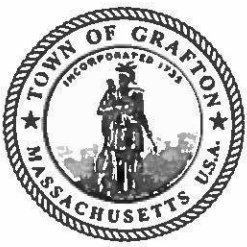
- A discussion was held around how to allocate the money.
- A discussion was held around the 35 hours a week custodian position reporting to the Building Department. A concern with potentially sharing the custodian position with the Town is that the Library is open for 60 hours per week, and we do not have enough hours allocated to keep the building clean and sanitized.
- A discussion was held around how to estimate the cost to operate the expanded building.

- **Capital Requests - Beth Gallaway**
 - Beth reviewed the FY23 Capital Requests: a generator, cupola repairs, a screen for the roof, solar panels, refinishing the clock and additional furniture, new computers annually, additional security gates and self-check for Teen/Tween Room.

- **IT Update - Beth Gallaway**
 - Beth said it is challenging to plan IT work because we never know when IT will show up.
 - Cabling is still exposed.
 - Wi-Fi connectivity remains an issue - the public Wi-Fi goes in and out frequently
 - We need to have the number of people who use Wi-Fi for state reports and can no longer receive that information. No one seems to know why.

- **GPL Capital Campaign - Dana Wilson**
 - Additional leads are continuing to be pursued.
 - Artwork will probably be completed in January.
 - An additional desk will be purchased for Borrower Services.

- **Friends Membership - Stephanie Teixeira**
 - Renew your membership!
 - Grafton Celebrates the Holidays made \$1,273.75 for the Friends.
 - Friends discussed how to watch the Friend's space was discussed
 - Friends discussed Book Sale frequency. Possibly quarterly with set pricing (instead of donations) and perhaps have dealers on the first day and others after.
 - Fundraising opportunities were discussed, as was the summer reading program and Easter Egg hunt (April 9, 2022)



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- Next meeting is January 11, 2022 at noon.
- **Building and Grounds - Doug Bowman**
 - The cleaned front entrance looks nice.
 - Interior walkabout will be done for the next meeting.

NEW BUSINESS

- **Staff Appreciation - Aaron Vandesteen**
 - Various ideas were discussed. Aaron requested a donation of \$30 per trustee to fund gifts for a staff of twenty. Would like all items to be individually wrapped and sourced locally. Ideas will be discussed offline.
- **Request for Funding - Dana Wilson**
 - Dana made a motion to fund the request to purchase from Tech Soup 43 licenses of MS office and 17 Adobe Acrobat Pro licenses for a total cost of \$3,256.00 to use state aid to fund this request, seconded by Stephanie; the motion was approved by all through a roll call vote.
 - Dana made a motion to fund the request to retrofit bar code scanners in the sorter room from Bibliotheca for the amount of \$10,826.64 from State Aid. Karen seconded the motion.
 - Discussion: Doug wanted to know what the real problem is.
 - Books from other libraries do not show on the intake screens, which is confusing to patrons (did the book check in or not?) additionally staff have to hand check items / check them in again to figure out if an exception is a hold or return to another library. The barcode scanner will fix both issues.
 - Will the quote include installation? Beth will clarify.
 - The motion was approved by all through a roll call vote.

POLICY REVIEW - None to vote on tonight

DIRECTOR'S REPORT - Beth Gallaway

- Please see attached report.
- Programming is continuing. Summer reading is now being developed.
- The number of volunteers is increasing.



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- We had about 860 people at Grafton Celebrates the Holidays.
- The Library is currently training to become recertified as a passport acceptance facility.
- The amount of vandalism has reduced in great part due to the positive response from the school's help.

PUBLIC INPUT - none

NEXT MEETING: January 26, 2022 at 7pm via Zoom

ADJOURNMENT

Karen made a motion to adjourn the meeting at 9:20pm, Stephanie seconded; the motion was approved by all through a roll call vote.

Respectfully Submitted,
Cyndi Zarriello



GRAFTON
Massachusetts

Beth Gallaway <gallawayb@graftonlibrary.org>

Unattended Child Policy for GPL

Normand Crepeau Jr. <chief@graftonpolice.com>
To: Beth Gallaway <gallawayb@graftonlibrary.org>

Mon, Dec 13, 2021 at 1:09 PM

Beth,

I do not believe that allowing children under age 13 without adult (or more mature) supervision is a prudent idea. The final policy is up to you and the board however, I do not agree with it.

Regards,

Normand A. Crepeau, Jr.

Chief of Police

Grafton Police Department

28 Providence Road

Grafton, MA 01519

P: 508-839-8517

F: 508-839-8562

chief@graftonpolice.com

www.graftonpolice.com



[Quoted text hidden]

MEMO

12/10/2021

TO: Grafton Public Library Trustees and Beth Gallaway

FR: Susan Leto

I've been conducting an informal survey of items going to the exception bin instead of being sorted during my lobby sessions over the past week. Items are supposed to go to the exception bin if they have a hold, a message, or some problem with the book. Our system only reads RFID tags from the two patron check-in stations (Bibliotheca calls them 'induction points'). The staff check-in station in the sorting room also has a barcode reader. This means any book without an RFID tag that has been checked in by a patron will need to be rescanned at the staff induction point. When I spoke to the salesman at Bibliotheca, he was surprised to hear that "the rest of our branches" aren't getting RFID tags soon. What he didn't realize is that "the other branches" are over 100 libraries in the state that our patrons borrow from. The salesman was also under the impression that most of our holds come from Springfield, Worcester or Shrewsbury, which are the 3 other libraries with RFID tags. This is erroneous; our holds come from libraries all over the state.

This means we are rescanning hundreds of books each week. It's frustrating, time consuming, and defeats the purpose of having the AMH sorting system.

For example, on 12/02, in a 2-hour period, 38 books needed to be rescanned. Of those 38 items, only 3 of them had a valid reason for going to the exception bin, and so on.

<u>date</u>	<u># to exception bin</u>	<u># after rescanning</u>	<u>time period</u>
12/02	38	3	2 hours
12/03	29	1	2.5 hours
12/06	41	4	3 hours
12/07	19	0	1.5 hours
12/08	24	2	2 hours

In addition to the inconvenience and waste of our time, when patrons return books, only items with RFID tags appear on the screen for them to verify. Any books they've gotten from another library through a hold, or any book club book, or display book won't show up on the screen. This results in numerous patrons throughout the day coming to the lobby station confused about why their book(s) don't seem to have been returned. Staff usually take the step of going into the sorting room to verify for them, as just hearing us say, "don't worry, it will be checked in manually" isn't enough for some patrons.

Before we understood the problem, we had initiated a couple

of trouble shooting sessions over the phone with Bibliotheca, and they couldn't figure out why so many books weren't scanning properly. Finally, on the last session, the technician noticed we only have a barcode reader at the staff induction point. We then asked for a quote to install barcode readers at the two patron induction points. The quote is attached. If there are funds available through the campaign, using them to have the barcode scanners installed would be a benefit to both staff and patrons.

Thank you for your consideration!

DRAFT

Bill To

Town of Grafton
Attn: Amy Perkins
30 Providence Rd.
Grafton MA 01519
United States

Ship To

Town of Grafton
Attn: Amy Perkins
30 Providence Rd.
Grafton MA 01519
United States

Quote **QUO-US03810**

Date **11/08/2021**

Customer: **C0008979-US**

Payment Terms: **Net 30 Days**

Quote Expiration: **02/06/2022**

Sales Rep: **Donald Jannazzo**

Item	Quantity	Net Price	Net Extended
Freight Standard Service SHP000001-000	1	150.00	150.00
FLEXreturn option Barcode Reader for Items AMH500500-000	2	5,338.32	10,676.64
Total:			10,826.64
Currency:			US Dollar

NOTE: This Quote includes ESTIMATED Shipping Costs. Customer is responsible for Actual Shipping Costs which will be provided once final requirements confirmed.

Terms and Conditions:

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all taxexempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

Submit Purchase Order by fax to 877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Library Capital Needs in next 5-10 years

1. A generator to protect the assets of the new building ~\$200,000-\$300,000.
2. Cupola Repair ~\$80,000 (HDC, MA HDC grant)
3. Screen for roof ~60,000 (LEED \$)
4. Solar Panels ~\$18,000 (LEED \$)
5. Refinish the clock and additional furniture (chairs, stool, book cart, card catalog, chairs) in the Historic Reading Room. \$15,000 (HDC)
6. New computers in FY23, FY24, FY25, FY26 - \$10,000 each year to replace 10-12 machines (could be budgeted to equipment)
7. Additional gates for the Children's and YA exits, and a self-check for the teen/tween space – no quote yet

Director's Report

November 2021

Beth worked with Signet on door and security issues, and staff were trained on the three parts of the security system: key card access, intrusion alarm, and security cameras. She ordered non-fiction and office supplies, Beth met with IT, the construction team, and various staff members, as well as Bob DeToma from GCTV to discuss how to connect a live cable feed from the Common to the Library building. She also dealt with multiple incidents and spoke with middle school principal Roseanne Kurposka regarding tween behavior issues, including theft of library property and disrespect towards staff. Beth ran a staff meeting and assignment on addressing behavior concerns to practice working with the public regarding masks. Beth updated the Library's Continuity of Operations Plan (COOP), reviewed the Draft Group Visits policy, wrote construction reports for MBLC reports, started working on the FY23 capital and fiscal budgets and the FY2023 Action Plan. Staff are working to update the procedures manual. Beth delegated a number of tasks.

Beth began coordinating a resurrection of Grafton Ukulele Musicians (G.U.M.) in partnership with Apple Tree Arts and discussed a number of upcoming programs, including tours, annual meetings, and life cycle events with patrons interested in meeting rooms. Meeting Room Reservations debuted, and Beth spent a lot of time connecting with requestors to explain the policies, get more information, and approve or deny requests. The public can request an available room at any service desk, or request in advance at <https://graffonlibrary.org/reserve/meeting>. Two meeting rooms remain out of order for storage while we await final shipments of shelving.

Beth submitted a press release of Library updates to media outlets, completed an ad for the GHS fall play, attended the Department Heads meeting, and facilitated the hybrid Building Committee meeting; a tour of the building followed. She also provided desk coverage for Children's, Teen, Borrower and Reference services, worked on additional procurement items, finished an information request for the Salary and Compensation survey, and began tracking items for the FY23 budget. She signed off on another year of Freegal, a free-to-the-public music database for streaming music (up to 3 hours a day) and downloading MP3s to keep (up to 3 a week); check it out at <https://graffon.freegalmusic.com/home>.

Landscaping started and finished by end of month; the front lawn has been seeded and plants arrived for the teen patio and front beds. CTA was on site to continue working through punch list items, with plumbing, signage and other contractors on site. Beth scheduled annual gutter cleaning, met with Ransford Pest control for their monthly review, and called Worcester Elevator when the lift put itself out of service again, Worcester Elevator returned Monday and Tuesday and Friday to deal with a braking issue. Luckily, the new elevator is putting itself out of service before anyone can get stuck in it, and this is common during the break-in period. She continued to troubleshoot phone and IT and fax issues. The first Monday evening of the month had the Director climbing on the roof with a Building Committee member in an attempt to close

Director's Report

November 2021

the open attic hatch over the historic building. It's unclear why the hatch was open, but the door's hinge/latch may be damaged and she had to call on Andy Deschenes to come and help, which he kindly did.

The Friends were busy sorting through donations for the inaugural Book Sale in the new location, taking place in the Community Room Saturday November 6 from 10am-3pm at the Library at 35 Grafton Common. We had over 440 visitors that day and preliminary numbers suggest the Friends collected over \$2,500 in donations. Thanks to all who donated materials and shopped, and thanks to the Bread Guy and to Usborne Books for their additional fundraising!

A ribbon cutting and dedication ceremony is being planned for December. The Library will be open during Grafton Celebrates the holidays from 12-4pm.

Construction Update

- Phones can now accept incoming calls. The system has had 1328 calls since going live Dec 1. On the first day going live on 12/1/2021 the system processed 104 calls.
- Faxing is still unavailable – some progress, though; MarketSpark is sending a technician this week.
- Limited public computers are available with a pen and paper sign up system – four for adults, six for children and three for teens. IT is working to set up software on thirty-two laptops for the public. Progress was made with adding RFID tags to all laptops and placing an order for MS Office, a suite seven applications with a 5-year license.
- Timing of the doors was adjusted with a six second delay. There is still a wind tunnel effect, but it's a bit diminished.
- The Common Doors were unlocked for Grafton Celebrates the Holidays on December 5 and the entrance remains open during operating hours.
- The intrusion alarm has been activated and codes assigned to permanent staff.
- The camera system has been turned over – we have many parking lot cameras and not enough building cameras. Beth did a walkthrough with Signet Security to get a quote for additional alarms over time.
- Panic button installation and training has been scheduled for Thu Dec 16. We have a three-year contract that is paid up through 2024.
- The security gate at the Common entrance is complete, and IT has procured a computer to manage the gate and door count. We are working with Bibliotheca to try to find the IP address of the gates to connect the computers to run their software.
- Doors for study rooms have shipped, two of the three arrived, without glass.
- Door design for the Maker Space have been submitted, no design yet for the Community Room.
- Beth has a quote from Stat rail system. The rails are inexpensive, and the hardware adds up quickly. She will be giving a quote to Capital Campaign for approval before procuring.
- Beth has a quote for shelving to give to Capital Campaign for approval before procuring.

Director's Report

November 2021

- The quote for additional Children's Room shelving came to over \$35000. Beth and Sarah will prioritize and Beth will pass on to the Capital Campaign for approval before procuring.
- All furniture has shipped!
- We are still waiting for ship dates for the remainder of the shelving.
- Beth placed an order for A/V adapters, two water boilers, and is working with the Friends to procure two Meeting Owl PRO 360-degree camera/microphone/speakers for public meetings.
- Beth provided a quote to Capital Campaign for three minifridges and hot water kettles; it was approved and William Blake was asked to procure from Home Depot.
- Book Carts for patron holds arrived. We were able to wheel the carts into a secure space during GCTH, and they are not interfering with the gates.
- No update on the door for the bottom of the stairs.
- The Construction Team and Town agreed to proceed with a new board for the EVR unit on the roof that is not working.

Children's Services

November marked the beginning for in-person programming in the Library's Children's Room. Our Toddler Time and Preschool Storytime programs have been popular and registration slots have been filling fast. Some sessions have more people on the waitlist than the registration list! Due to short staffing, and per Beth, I am unable to add additional sessions to fill the need for programming at this time.

We began school outreach this month with virtual Zoom programming for NGES and SGES. It is sad that we can't be in person for our monthly visits, but at least we are able to continue with our outreach programming.

The leaves on the Children's Room tree were installed before the Thanksgiving holiday. The Children's Room needed to be closed because even after construction completed each day. The presence of tools, ladders, and scaffolding made it impossible to open the room due to safety concerns. Children's room staff provided a variety of materials in Community Room A&B as a CR pop up location. We provided new books, recently returned materials, DVDs, board books, and an AWE computer was set up for patrons to use. By Tuesday afternoon the room was available to patrons with full day operation beginning on Wednesday.

and all but one of our wall manipulatives installed. The small touches are making the room feel more complete, but the oversight in Children's Room shelving continues to be problematic as we are unable to shelve any new materials or shelve the collection in an easy to use, intuitive way.

Teen Services

No report was provided.

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Borrower Services

Borrower Services staff continue to cover the lobby and the adult circulation desk, manage the AMH system, help patrons navigate self-check in, self-check out, room reservations, copier use, finding items on the shelves, answer questions about material, register new borrowers, check out museum passes, manage CLIO and ComCat requests for out of network materials and returns, process delivery daily, place holds, monitor room reservation requests, document questions and comments from the public, and monitor youth behavior in the adult spaces.

We circulated 11,652 items and 2850 digital items. There were 25 museum pass reservations made and 24 were picked up (one "No Show"). Museum passes have been updated with new closures, times and pass/ticket policies.

We registered 186 new borrowers and corrected 4 accounts for Grafton patrons after running the "Patrons with wrong home library" report.

We completed the twice-annual delivery survey

Fall 2021: 21 bins in, 20 out (each bin holds roughly 40 items)

Spring 2021: 27 " " 22 out

Fall 2020: 17 " " 20 out

Crescent Manor BookWagon had 14 participants. There were 28 items checked out, and 3 requests. We delivered 17 items to Home Delivery patrons throughout the month.

We had 11 volunteers who put in 55 hours. We had a volunteer help move the Large Print books from their temporary location to their permanent home in the Large Print/New Material room. We have received 39 applications and have accepted 24 volunteers for our three departments. We will keep the rest on file for future needs.

The Big Library Read offered Five Total Strangers by Natalie D. Richards. This title was free and available to all throughout the month

Reference Services

Our reference temp Kate worked on a list of local resources for anyone struggling with mental illness, and put together a few book displays.

"Not Just for Young Adults" Book Discussion Group met to discuss How to Pack for the End of the World by Michelle Falkoff.

The Daytimers Book Group met to discuss Miss Cecily's Recipes for Exceptional Ladies by Vicky Zimmerman.

The GPL Mystery Book Group met to discuss The Mitford Murders by Jessica Fellowes.

Director's Report

November 2021

The "Reads Well with Others" Adult Book Discussion Group met to discuss Christmas at Little Beach Street Bakery, by Jenny Colgan.

The "Inspirational Book Club" met to discuss Angels on Earth : inspiring stories of fate, friendship, and the power of connections, by Laura Schroff and Alex Tresniowski. The Library's scarecrow from the Grafton Rec Department's Scarecrow contest in October, took a fieldtrip to the Community Harvest Project's Harvest Home Festival held on November 7th 110am-3pm. The scarecrow was inspired by the book The Scarecrow, by Beth Ferry and The Fan Brothers.

No one dropped in to write during NaNoWriMo, Heidi hosted a Virtual Owl on a Branch Painting Class for adults and we partnered with other local libraries to offer a Virtual Author Visit: Richard Rothstein.

Technical Services

Donna researched how other libraries are organizing their Library of Things collections. (We were onto that trend very early, and there were no standards established yet). She started updating some of our Things in the catalog, and entered several new L.O.T. items, got them ready for circulation. She did disc cleaning and repairs, requested records from CWMARS for not-found items (lots of them) and covered the Lobby and Reference desks.

Staff Update

Stacie Herbert started in the Children's Room November 1. Welcome Stacie!
Sandhya, Ranjita, Jane and Allie all attended the Annual Circulation Meeting via zoom.

Staff attended the following trainings:

- Passport Acceptance Facility recertification training -BG

Yes Log

11/30 Yes, we do have masks; they are a \$1 each

11/27 Yes, I can deactivate your books that are setting off the alarm. Already checked out in CR and BS. -JB

11/27 Yes, we are taking book donations. There is a bin in the lobby for them. -JB

11/23 Yes, we are accepting book donations -SS

11/23 Yes, we do have a shredder that you can use free of charge -SS

11/20 Yes, we can replace your lost library card. -JB

11/19 Yes, we have printing now. And yes, you can print using a USB -SS

11/17 Yes, we have books of poetry -RH

11/17 Yes, there is auto renewal on most items -RH

11/17 Yes, we do have meeting rooms. -JB

11/17 Yes, your high schooler can come to use the Wi-Fi for free -SL

11/17 Yes, you can print from your own USB or the circ desk USB drive -KK

11/17 Yes, you get 3 weeks on your books -SS

Director's Report

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11/17 Yes, your books will automatically renew for 3 more weeks -SS

11/15 Yes, you can use the Wi-Fi without a password -SS

11/15 Yes, we should have some Grafton Library bookmarks upstairs -SS

11/12 Yes, I can check your account to see if you have fines. -JB

11/12 Yes, the elevator is working today x3 -JB

11/12 Yes, we are taking book donations -JB

11/12 Yes, we have both an indoor and outdoor book return -JB

11/9 Yes, I can update your Library card for you (X2) -SS

11/9 Yes, we are taking donations for friends (x2) -SS

11/9 Yes, we have bathrooms upstairs and downstairs -SS

11/9 Yes, I can issue you a library card with a copy of your utility bill -SS

11/8 Yes, you do need a mask to browse in the library -SS

11/8 Yes, the book sale is over. But you can still buy books from our friend's area. We always have books there for sale -SS

11/6 Yes, there is a place to leave book donations -JB

11/6 Yes, you do have to wear your mask the entire time you are inside the library. (patron sitting at public computer area, I got a dirty look, but he put it back on) -JB

11/6 Yes, you need to wear a mask to come in. -JB

11/5 Yes, we are having book sale tomorrow from 10-3pm -SS

11/5 Yes, we are taking donations for the book sale tomorrow. (X3) -SS

11/5 Yes, we have a mystery section? -SS

11/5 Yes, you are allowed to drink coffee in the library -SL (so long as you are sipping and not completely removing the mask -BG)

11/5 Yes, if you want to reserve a room for today, you still need to do it online? -SL

11/4 Yes, you need to wear a mask even though you are fully vaccinated, it's a town mandate. -SS

11/4 Yes, we do have a list of museums to which we have discount passes to -SS

11/4 Yes, when the Library is closed you can return CDs and DVDs at our return outside -SS

11/4 Yes, there are books on CD for adults upstairs -SS

11/4 Yes, I could help you see if you used to have a library card with us. -SS

11/3 Yes, there is a bathroom in the children's room -JM (multiple people all week)

11/3 Yes, the computers are upstairs that adults can use -SS

11/3 Yes, there a computer you can look up a book on -SL

11/2 Yes, I can help you reserve a museum pass to Tower Hill -RH

11/2 Yes, you must keep your mask on in the building even if there is no one anywhere nearby. (He was fine with this.) -JB

11/2 Yes, there is a gaming room here in the YA section -SS

11/2 Yes, We do have a book return inside -SS

11/2 Yes, I can offer you a mask -SS (x4)

11/2 Yes, kids over 2 years have to wear a mask inside the library -SS

11/2 yes, I can look you up if you do not have a library card -SS

11/2 Yes, I can help you to reserve a museum pass -SS

11/1 Yes, you can print if you have files on the USB -SS

Director's Report

November 2021

11/1 Yes, you can still use the Worcester card at the Grafton library, I will just change your home library to Grafton since you now live in Grafton -SS
11/1 Yes, I can please check on a book you just returned - it was stuck inside the sorting room - SS (Cleared the book that was just sitting on the belt)
11/1 Yes, we have a pencil sharpener at the circ desk upstairs -SS
11/1 Yes, we will bring back the read-alike posters soon -SL
11/1 Yes, I can help with room reservations? SS
11/1 Yes, we have a Science Fiction and Fantasy Section -SL

NO Log

11/29 No, we don't have any Frosty Stop Brochures -- but I can print one for you, for free! -BG
11/27 No, we're not taking Halloween candy anymore (unless you want us to eat it ;)), suggested the dentist Tina Theroux. -JB
11/27 No, you can't use the Common entrance yet. -SL
11/27 No, I don't know when the front entrance will be usable. -SL
11/24 - No, the game room is not up and running yet. No consoles installed yet. -AC
11/22 No, you cannot come in to use the bathroom if you do not have a mask -SS
11/20 No, the mask under your nose is not a correct way to wear your mask. (x5) -JB
11/20 No, the 3D printer is not ready to be used. -AC
11/19 No, the front entrance is not yet open -SL
11/19 No, we are not processing Passport applications at this time -SL
11/18 No, you didn't just send your own non-library book through the book return. I checked. She was glad! -JB
11/18 No, you can't wear your mask under your nose. (6 people) -JB
11/18 No, we don't have erasers you can use at the lobby. I sent him to CR. -JB
11/18 No you cannot reserve a teen study room if you are not a teen or with a teen. -AC Other study room was booked, suggested she could just sit at a table upstairs.
11/18 No, the 3D printer is not ready for use. -AC
11/17 No, we don't have a section for just poetry, but it's all together from 811-812
11/17 No, the 3D printer is not ready for use. -AC
11/16 No, the front entrance is not available yet -SL
11/16 No, I don't know when the game consoles will be installed in the teen game room. -AC
11/16 No, you should not be accruing late fees. We are fine free. -JB
11/16 No, the History room open? -SS
11/16 No, you cannot come in and use the restroom without a mask. No, we do not have a mask for you. He was not happy, but left. -JB
11/16 No, We are not taking passport appts for now-RH
11/16 No, the history room is not open -RH
11/15 No, the front entrance is not yet usable -SL
11/15 No, I don't know when the front entrance will be open -SL
11/15 No, we don't have the puzzle swap right now. -HF (Beth ordered some puzzles to circ and put one out during GCTH)
11/15 Can we come in the old entrance yet? -SL

Director's Report

November 2021

11/10 No, we don't have puzzles right now. -HF
11/10 No, we are no longer offering masks -EL
11/10 No, the 3D printer is not ready for use. -AC
11/9 No, your dog may not come in unless s/he is a service animal. -JB
11/9 No, we are not offering free masks (x6) -SS, -JB
11/8 If your child is under 2, she will not need to wear a mask -SS
11/6 No, we currently do not have Passport services. We were closed during the pandemic and agents need to renew our credentials. ap
11/5 No, we do not have any masks, you can come in after you wear a mask (x3) SS
11/5 No, the main entrance by the common is not open yet due to the constructions - SS (x3)
11/4 No, we don't have puzzles right now. -HF
11/4 No, we have no paper masks for you. -JB
11/4 Do you sell masks? (from a teenager) -SS
11/4 Do you have the cardinal system? We had that in NC (Send her to Heidi for further help, as I was not sure) - After a bit of research, I figured out that the cardinal system is similar to CW MARS -SS
11/3 No, you cannot checkout at the self-check without your library card, unless you know your card number which you could enter on the screen -SS
11/3 No, the book return isn't in here (CR) but I can show you where it is. (Multiple people all week) -JM
11/3 No, we do not have an iPhone charger -ss (I have an extra I can bring in -SL I ordered some to attach to the computer, people would need the cable. -BG)
11/3 No, we cannot accept donated art at this time - a policy is in process for vetting, accepting and displaying -BG
11/3 Patron tried to enter library prior to 10am
11/2 No, I cannot register you for a library card if you are 12 years old, you will need a parent with you -SS
11/1 No, we do not have fax set up yet -SS
11/1 No, you cannot print from the patron computer, printing is not set up yet -SS

Patron Comments

11/30 Where are your holds now? -SS
11/30 "I love your costume." (Angel for book group discussion of *Angels on Earth*. Was a teen and he didn't even sound sarcastic!) -HF
11/30 "I like your wings...you're pretty....etc." (Daisy troop on a tour of the library. I was dressed as an angel for the book group discussion of *Angels on Earth*.)
11/30 I am so glad that you have started selling masks. So helpful! -SS
11/30 Loved the family care room...and they have sink too, really they thought about it! -RH
11/23 I checked out my holds at the kiosk as instructed by 2 different employees at the library. So you may want to make sure that your kiosk is working correctly. Or your employees should assist patrons instead of sending them to a machine. -SS
11/27 Library is beautiful -RH

Director's Report

November 2021

11/27 Do you have any Alyssa Maxwell books? (No) They are really good. One series is set in Newport. I usually get them from other libraries. -JB

11/24 What did they do with the room that had the circular ceiling? (I don't know where that would have been!!) -JB

11/24 Is there a place that I can study? Mentioned study rooms but without doors they are not going to be quiet in the teen area. Sent him upstairs to try the tables by the windows -JB

11/24 Where are the leaves/where is the tree? (5x)

11/24 You guys did awesome job with the library -RH

11/24 Grandparents hoping to spend a couple of hours with their grandkids were disappointed that there were no games or puzzles they could use in-room. We told them we are trying to encourage people not to linger due to COVID conditions, but they pointed out there were things to linger over, but they were "electronics" which their kids were not allowed. They did enjoy the wall manipulatives.

11/24 Shelf space holders to insert between books while browsing (ex. hand)

11/23 Self check was easy! I'm liking this! I like the sound it makes. -JB

11/23 "I'm really liking this place already." (A child in the Children's Room). -HF

11/23 It is hard to concentrate with all this noise. 4 patrons between 3-4:30 pm -AP

11/23 "The new library is wonderful!" -HF

11/23 Love it, glad I voted for it :) -RH

11/23 "I wanted to know if the Children's Room was open this afternoon because we are very excited about the new library and I want to bring my kids. Many people in the community are excited about it." -HF

11/23 Love the idea to keep old part of area and furniture, use to sit a lot ...bring back old memories- RH

11/22 "I love that you have games and things for people to check out. I love the library!" -HF

11/20 I am so thrilled that the library is open! -JB

11/20 Great job on the library. Congratulations. You must be thrilled. -JB

11/20 This is beautiful. -JB

11/20 Simply Amazing. -MW

11/20 "You've done a good job on the library here." -HF

11/20 All I can say is amazing. -AP

11/20 "This is our first time here in the new building. It's just wonderful. I love the lights in the Children's Room! I also like the carpet in the historic reading room. The carpet out here is very contemporary. I like the carpet squares --especially in high traffic areas. You've all put up with so much-- moving to the other location and COVID...It's just so nice!" -HF

11/20 I can't believe it. It's so gorgeous!

11/20 I haven't even seen it yet. Just walked in. But I feel like crying, this is amazing. -AP

11/20 "It's wonderful. You must love coming to work here?"

11/20 Where are DVDs? -JB

11/20 I lost my gloves. Are they here? Oh, you have a lost and found? -JB

11/19 Where is the original part of the library? -EM

11/19 It would be nice if your management can put a library sign - so we know where to turn to get into the library parking lot. I missed the turn a few times and also made a left on the

Director's Report

November 2021

railway tracks by mistake thinking it's the library. It is confusing without a sign - Either a Library sign or Enter here sign would be wonderful - SS (On order and will be installed in Dec! -BG)

11/18 Where is the kid's book club meeting? -JB

11/18 Mom and child waiting for one of the kid's book clubs (2nd grade) found out that she had written down the wrong time for the book club. Oops. Son was super bummed but had liked the book. -JB

11/18 Your story times are amazing! Your children's room staff is so much more welcoming than other libraries in the area (specifically Auburn).

11/17 It would have been nice if they would have display Dr. Seuss books (Display window).

11/17 "It's my first time in the library and I'm just so happy!"

11/17 Patron who is a tutor does not think the new room request system is user friendly. She sees the need for it, but would prefer to just come in, find a space and work. Advised her that certain times of day may be quieter than others, and if she needs quiet space during prime-time hours, requesting a room is the way to go- JM

11/16 Patron was not happy with Friends corner, not much collection then what we had in our old basement -RH

11/16 Where is the Mystery Book Club meeting tonight?

11/16 If I have fines, will it show up on the screen when I return things? No, but any of the people at a service desk can help you if you want that information. Right now we are fine free. - JB

11/16 Will the outside door open by itself? (When I told him the button to open it looked like the Batman symbol, he laughed about the Batmobile. Highlight of the evening.) He thought the book return was cool. -JB

11/16 One of my books didn't show up on the return screen -SL

11/16 When will passport appointments start up? -SS

11/15 Do you know why my files don't show when I try my USB in the public computer? -SS

11/15 Do you have any Grafton Library bookmarks with your library name and address on it? I want to send it to my sister -SS

11/15 "This is our first time here since the renovation and we are super-duper excited. The kids have sooo many books. We have our work cut out for us." -HF

11/15 The book "The Boy, the mole, the fox and the horse is an awesome book. It made me cry. I am giving this book as Christmas gift to a few of my family and friends -SS

11/15 I did not know I could park at the back here, I parked at the common and walked all the way here -SS

11/15 only 3 of my books show up on the screen but I returned 4 -SL

11/13 "Wow! This is just gorgeous!" -CZ

11/13 "You guys in the CR are amazing! Better than any of the surrounding libraries. I'm so glad you are open again!" -CZ

11/12 If a book status is "recently returned" and I don't see it on the shelf, is it just not put away yet? Said he'd come in another day for it because he already has too much to read. -JB

11/12 I want to see the children's books. And the mushroom chairs. (Then he saw them...I SEE THEM! And ran to them. He may never leave.) -JB

11/12 I love the self-check and the auto return -JB

Director's Report

November 2021

11/12 We love your new library. OUR new library! -JB

11/12 I adjusted my charter email but I am still not receiving notifications for my holds. (I added his cell phone #) -AP

11/12 "This is wonderful. For nostalgia's sake, I do miss the stacks and the spiral staircase." -HF

11/12 "What they've done in there is amazing." (The Historic Reading Room). -HF

11/12 Where are the new books and which ones are 7-day? Are they in a separate place? -JB

11/12 When will the coffee area be open? (head of Crescent Manor, whose residents are eager to come here for that) -JB

11/12 This is a beautiful place (Mr. Kim) -JB

11/10 This is a gorgeous library. -AP

11/10 I love coming here! -AP

11/10 I'm telling all my friends to come here. We have a new DPW, police station, fire station, high school, all of which are only available to a select few. The library is the only new building that is open to everyone! Everyone should come here! -AP

11/10 Where can I find the adult program, own painting kit? -SS

11/10 Why is there a creepy man taking pictures of the teens in the teen room?

11/10 "Do you have puzzles? -HF

11/10 Where are all your bestseller and New books? -SS

11/10 No, I don't do well with computers. I'd rather you check me out -SS

11/10 I can't believe how beautiful this is! -CZ

11/10 Where are all the old girls that used to work at the desk? I see all new girls working here now (Older Patron) -SS

11/10 I would rather a staff member check me out, this is too much technology for an old lady like me to handle -SS

11/10 "I really like the light in here." -HF

11/10 "It's fantastic. The transition between the historic part of the building and the new part is lovely with the blue in the carpeting in both parts." -HF

11/9 - This is beautiful. A great resource for the town of Grafton. We have waited so long for this. (patron who has wanted the new library for a long time) -JB

11/9 - Till what time are you open tonight? -SS

11/9 - I just returned a book and it did not show up on the screen (X3) -SS

11/9 - Wow, I love technology. That is so cool that we can return books this way. -SS

11/9 "I'm sorry I didn't come to the book club last night. I had another meeting." (the "Not Just for Young Adult" book group).

11/8 "I'm excited to see it." (The new building). -HF

11/8 Do you have a mask ? when I explained why we don't keep mask anymore, he said I understand ..we all pay for it...my mistake, will stop by next time -RH

11/8 Can I check out the books on hold by myself or do I need to bring it to a staff member -SS

11/8 Is the book sale over? I thought it was ongoing. No, it's not ongoing, but we do have books for sale in the Friends corner -SS

11/8 - Can you help me? I put my hold in the return instead of checking it out -SS (lol :))

11/8 Wow! This library is beautiful! I'm picking up a book for school. Where is the children's room? -AP

Director's Report

November 2021

11/6 Unmasked patron on second level said, "but I'm vaccinated." After I explained the Town of Grafton's mask mandate, she left. I'm not sure if she returned. -AP

11/6 Patron super thrilled to find a Grafton history book, many things he remembered from childhood and loved the pictures in it. He was also thrilled to be in the library and happy that there are places he can sit and read. -JB

11/6 Why does my material set off the alarm? I used the self-check. -JB

11/6 Perhaps I can ask the Trustees to invest in a chairlift. -AP

11/6 15 comments about the elevator not working. Some used the stairs, some went home. -JB

11/6 It's a shame it being a new library and the elevator is not working. -AP

11/6 Many questions about book return-- where is it and how do we use it. -JB (Bread guy pop-up and customers were blocking book return for a good part of the morning. -JM)

11/6 Several questions about material that they returned but isn't checked in yet. I explained that it will be--things that don't say they're checked in on the screen will be checked in by hand. -JB

11/6 This is beautiful! I love the floors (in the lobby) -JB

11/6 Patron was grumbling about Sarah's puppets, saying he can't stay more than 5 minutes in the children's room because his toddler son keeps wanting to go in the staff workroom/office.

11/6/"The carpet is great!" -SH

11/6 "It's stunning and so big! Do you guys need walkie talkies? I love the blue rug [in the historic reading room.] -HF

11/6 "It's so elegant and lovely." (historical reading room). -HF

11/5 Can I check historical books? (X2) -RH

11/5 "I'm afraid to walk through-the noise is too loud!" (another member of the group set off the alarm with their books. I unlocked them, and they went through ok) -SL

11/5 The library looks so good!

11/5 Are you taking donations for the book sale? -SS

11/5 Where do I return books? -SS (x5)

11/5 The young adult section is so much bigger, the game room looks interesting.

11/5 Where is the elevator? Those steps are so hard to climb, for a older person like me -SS

11/5 You can use Group Study 219 for your writers group this month

11/5 I'm so happy I can sit and read and drink coffee!

11/5 Where is your Mystery section for adults? -SS

11/4 "Wow, that was easy. We're library pros."-Dad & his 2 boys on their first visit. -JM

11/4 What a beautiful building! You must be thrilled to work here -SL

11/4 The light must be amazing in the daytime -SL

11/4 My daughter is intrigued by the elevator -SL

11/4 "I'm looking forward to the new library." (wanting to update his library account) -HF

11/4 "It's gorgeous." -HF

11/4 "It's amazing." -HF

11/4 I'd like to see your oven. Your \$6,000 oven. -AP

11/4 This self-check is so easy! -AP

11/4 Why is it on the new part that it looks like someone bricked up the windows? -AP

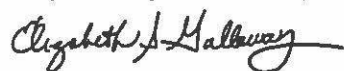
11/4 I like the upstairs carpet compared to children's -RH

Director's Report

November 2021

11/4 Where do I return all my books? -SS
11/4 oh my goodness, the book return is so nice and easy to use -SS
11/3 Adult patron was very interested to see the Maker Space, and very disappointed he won't be able to use the 3D printer -SL
11/3 My Grandchildren would love this room and I love the carpet! I should get it for my house, it is so fun. -SH
11/3 I am deaf, but I can write down my question -SS
11/3 Where did the unicorn go?
11/3 Are there any bins to check in books, because self-check-in is a waste of time ... :((she was furious in the beginning but then she cooled down) -RH (you can check in a batch on the self-checks! -BG)
11/3 I was (pleasantly) surprised by how much my daughter participated in the Toddler Time program, she is usually reserved in larger groups! -SB
11/2 - It's so peaceful to be able to sit and read. It doesn't feel like "home" yet, but it will! -JB
11/2 - You must be thrilled to have this beautiful new building -JB
11/2 - Group of teens: This doesn't even look like a library -JB
11/2 - Teenager - Oh wow this is sick (after walking in) and they did a good job building this place -SS
11/2 It takes so long to check stuff in, and my child wants to run to the children's room. -SL
11/2 - Oh my gosh, these doors are so hard to open, they are heavy -SS x2
11/2 - The library looks very nice -SS X2
11/2 - Where can I purchase the log and toadstools you have in the children's room? They really make the room pop and keep it from feeling too commercial. -SB
11/1 Every time I check books out the alarm goes off! -SL
11/1- Technology is amazing, I am able to check out 4 to 5 books at the same time. Love the self-checkout machine. It saves so much time too. -SS
11/1 - Where do you have all your new fiction? -SS
11/1 It looks like your printer was not set up by an IT person, it looks like it was set up by someone who does not speak English -SS (although, I showed him how to do it and it was easy)
11/1 Where are the bathrooms? -SS
11/1 Self check in books is awesome -RH
11/01 "Just wanted you to be aware that when I went to play the Switch video game I checked out, I found the sticker had been switched from a much less expensive game. I'll point it out when I return it too."
11/01 - The library looks great! -EL

Respectfully submitted,



Beth Gallaway

NOVEMBER 2021 STATISTICS

Visitors



4247

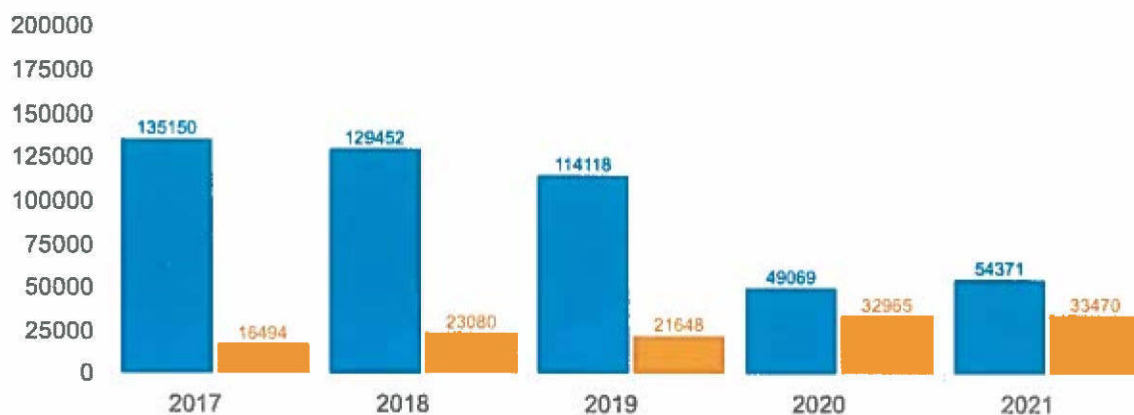
Home Delivery



?

CIRCULATION

● Physical ● Digital



Reference Questions



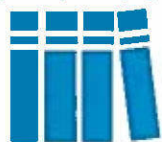
398

Holds



685

Items Added



441

New Library Cards



186

SOCIAL MEDIA

YouTube Subscribers



61

Facebook Followers



1,867

Instagram Followers



584

Pinterest Followers



421

Name	Sun		Mon		Tue		Wed		Thu		Fri		Sat		TOTAL		Fri		Sat		TOTAL
ADMIN																					
Beth G	TC2	2	8:30-4:30 (6-8 BuildCom 1st Mon)	7	9-5 7:30-9 Friends (2nd Tue)	7	9-5 - Cover YA in AM (10 am DH mtg, 7pm Trustees 4th W, GUM 2nd Wed)	7	9-3	6	8:30-2:30	6	OFF	0	35		8:30-2:30 (10-2 LOBBY)	6	OFF	0	35
ADMIN	OFF	0	10-2	4	10-2	4	10-2	4	10-2	4	OFF	0	OFF	0	16		OFF	0	OFF	0	16
Eileen	OFF	0	9-5	7	9-5	7	9-5	7	1-9 (5-9 LOBBY)	7	OFF	0	10-6 (10-1 LOBBY, 2-6 CIRC)	7	35		10-6 (4-6 CIRC)	7	OFF	0	35
NEW	OFF	0	9-5	7	1-9 (5-9 LOBBY)	7	9-5	7	9-5	7	10-6	7	OFF	0	35		OFF	0	9-5 (10-2 LOBBY)	7	35
REFERENCE																	WEEK B				
Heidi	OFF	0	1-9 7pm Book Group	7	1-9 1:30pm, 7pm Book Group	7	10-6 2-6pm farmers market	7	10-6	7	OFF	0	10-6	7	35		10-6	7	OFF	0	35
REF NEW	OFF	0	10-2	4	10-2	4	3-9	5	3-9	5	10-6	7	OFF	0	25		OFF	0	10-6	7	25
REF NEW	OFF	0	OFF	0	5-9	4	OFF	0	10-2	4	OFF	0	10-2	4	12		10-2	4			12
REF NEW	OFF	0	5-9	4	OFF	0	10-2	4	OFF	0	10-2	4	OFF	0	12		OFF	0	10-1	3	12
CIRC																	WEEK B				
NEW	OFF	0	9:30-5:30	7	1-9	7	9:30-5:30	7	1-9	7	10-6 CIRC	7	OFF	0	35		OFF	0	10-6 CIRC	7	35
Sandhya	OFF	0	1-9	7	9-5	7	1-9	7	9-5	7	OFF	0	10-6	7	35		10-6	7	OFF	0	35
Allie	OFF	0	10-5	6	10-5	6	12-9	8	10-5	6	OFF	0	10-2	4	30		10-2	4	OFF	0	30
Ranjita	OFF	0	3-9	5	10-4	5	10-4	5	10-4	5	10-4	5	OFF	0	25		OFF	0	12-6	5	25
Jane	OFF	0	OFF	0	4-9	5	2-6	4	4-9	5	OFF	0	10-4	5	19		10-4	5	OFF	0	19
NEW	OFF	0	10-2	4	5-9	4	OFF	0	OFF	0	OFF	0	2-6	4	12		2-6	4	OFF	0	12
NEW	OFF	0	OFF	0	OFF	0	5-9	4	5-9	4	2-6	4	OFF	0	12		OFF	0	2-6	4	12
Taylor	OFF	0	10-1	3	10-1	3	10-1	3	10-1	3	OFF	0	OFF	0	12						12
YA																	WEEK B				
Allison	OFF	0	9-5 2:30 program	7	9-5 2:30 program	7	1-9	7	1-9 6:30 program	7	OFF	0	10-6 3-5 program	7	35		10-6	7	OFF	0	35
YA NEW	OFF	0	2:30-9	6	2:30-9	6	OFF	0	OFF	0	9-6	8	OFF	0	20		OFF	0	9-6	8	20
YA NEW	OFF	0	OFF	0	4-8	4	OFF	0	4-8	4	OFF	0	2-6	4	12		2-6	4	OFF	0	12
YA NEW	OFF	0	4-8	4	OFF	0	4-8	4	OFF	0	2-6	4	OFF	0	12		OFF	0	2-6	4	12
CHILDREN'S																	WEEK B				
Sarah	OFF	0	1-9 MANAGER	7	8:30-4:30, 9:15 & 10:30 Preschool Storytime	7	8:30-4:30 9:15 & 10:30 Toddler Time	7	OFF	0	10-6 School outreach	7	10-6	7	35		10-6 School outreach	7	OFF	0	35
Cyndi	OFF	0	10-6	7	1-9	7	1-9	7	10-6	7	10-6	7	OFF	0	35		OFF	0	10-6	7	35
Jenny	OFF	0	8:30-4:30 9:30 Lapsit	7	9-5	7	9-5	7	1-9	7	OFF	0	10-6	7	35		10-6	7	OFF	0	35
Marilyn	OFF	0	5-9 (PJ storytime?)	4	OFF	0	OFF	0	OFF	0	9-6	8	9-6	8	20		9-6	8	9-6	8	20
Stacie	OFF	0	OFF	0	5-9	4	5-9	4	5-9	4	OFF	0	9-6	8	20		9-6	8	OFF	0	20
Kristin	OFF	0	5-9	4	OFF	0	OFF	0	TC3 5-8 Book Clubs	3	TC1	1	OFF	0	8		OFF	0	OFF	0	8
YS PAGE	OFF	0	OFF	0	2:30-5:30	3	OFF	0	2:30-5:30	3	1-5	4	OFF	0	10		OFF	0	1-5	4	10
YS PAGE	OFF	0	2:30-5:30	3	OFF	0	2:30-5:30	3	OFF	0	OFF	0	1-5	4	10		1-5	4	OFF	0	10

Circulations at Your Library

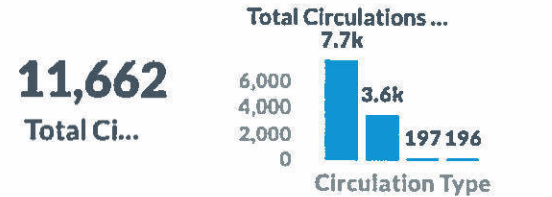
This following counts include all circulations and renewals, (unless notated otherwise), from the library for the entered time range regardless of who owns the material.

To change the time range used in the charts, adjust the "Checkout Date" range above. By default, the previous 3 months are calculated.

Please be patient as charts load. The database is being queried in near-real time. Longer time ranges will result in longer load times.

Library Information

Library/Town	Library Address	Phone
Rows 1-1 of 2		



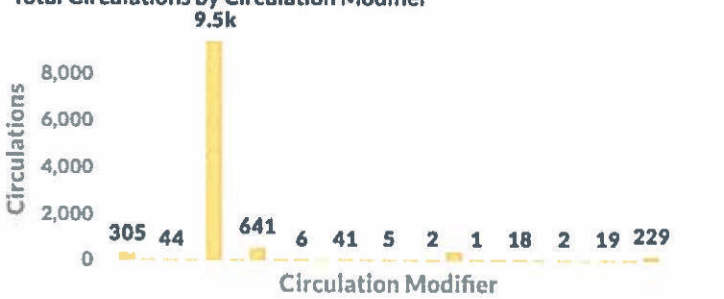
Total Circulations by Checkout Month



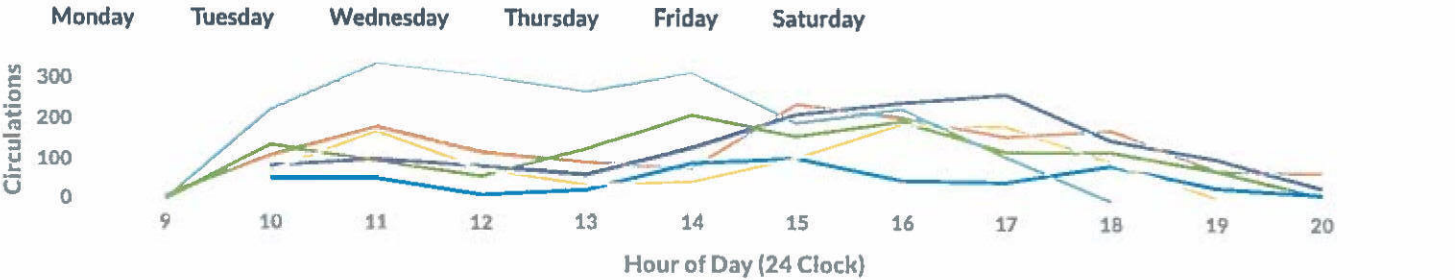
Total Circulations by Patron Home Zip Code



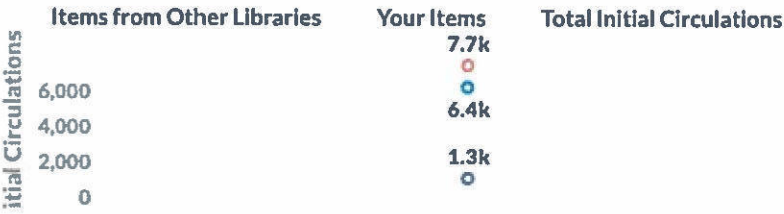
Total Circulations by Circulation Modifier



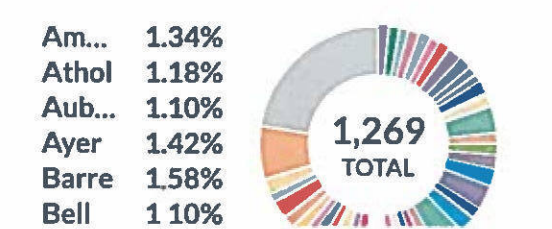
Desk Circulations by Day of Week and Hour of Day



Network Transfers: Items Circulating From Other Libraries by Month



Network Transfers: Items Circulating From...



Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12249

Year: 2022

Effective Date: 12/09/2021

Post Date: 12/01/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
60242	10113 SCHMIDT, AARON	1387	530.00		1.610.2.5248	CONTRACTED SERVICES	530.00	Validated
60248	12667 MARKETSPARK, INC	1005936	108.13		1.610.2.5340	COMMUNICATIONS	108.13	Validated
60253	9915 LEBLANC, EILEEN J.	REIM	13.64		1.610.2.5340	COMMUNICATIONS	13.64	Validated
60354	54 DEMCO, INC.	7048189	72.88		1.610.2.5420	OFFICE SUPPLIES	72.88	Validated
60250	9897 MIDWEST TAPE, LLC	501324577	21.24		1.610.2.5515	EDUCATIONAL SUPPLIES	21.24	Validated
60243	3613 INGRAM LIBRARY SERVICE	56150454	116.33	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	116.33	Validated
60243	3613 INGRAM LIBRARY SERVICE	56150455	20.46	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	20.46	Validated
60243	3613 INGRAM LIBRARY SERVICE	56150457	101.82	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	101.82	Validated
60243	3613 INGRAM LIBRARY SERVICE	56150458	350.55	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	350.55	Validated
60251	12472 COX SUBSCRIPTIONS INC	3103233	14.04		1.610.2.5516	PERIODICALS	14.04	Validated
60251	12472 COX SUBSCRIPTIONS INC	3103233	3,091.12		1.610.2.5516	PERIODICALS	3,091.12	Validated
60241	12183 FUN EXPRESS, LLC	713276762-01	63.75		1.610.2.5717	Programs	63.75	Validated
610 EXPENSES Total							\$4,503.96	
.61 LIBRARY EQUALIZATION								
60249	9895 MASSACHUSETTS LIBRARY	11013	170.00		20.610.291.5200	SERVICES	170.00	Validated
60240	11539 COMM OF MA/DEPT OF	DCR112921	120.00		29.610.361.5400	SUPPLIES	120.00	Validated
60243	3613 INGRAM LIBRARY SERVICE	56150454	86.14		29.610.373.5400	SUPPLIES	86.14	Validated
.61 LIBR LOST BOOKS							\$376.14	
Schedule #12249 Total							\$4,880.10	

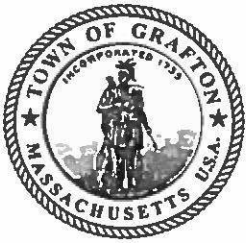
To the Town Accountant:

The above named bills of the Grafton Public Library, amounting in the aggregate to \$ 4,880.10
have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer



TOWN of GRAFTON

Grafton Memorial Municipal Center
30 Providence Road Grafton, MA 01519
www.grafton-ma.gov

Grafton Public Library Board of Library Trustees REGULAR MEETING

NOTICE / A G E N D A

Wednesday December 15, 2021 7:00pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/88189458443?pwd=cFpQZ2dEckNCeHFxVjdxR1QxMWtWUT09>

Find your local number: <https://us02web.zoom.us/j/88189458443?pwd=cFpQZ2dEckNCeHFxVjdxR1QxMWtWUT09>

Meeting ID: 881 8945 8443 Passcode: 822673

- I. Call to Order**
- II. Approve Minutes (November 17, 2021)**
- III. Approve Bills (FY22 Warrant #22, 23, 24, 25)**
- IV. On-Going Business**
 - MPLCP (Building Program/Grant) - Beth Gallaway
 - Grand Reopening – Dana Wilson
 - FY22 Budget Update - Beth Gallaway
 - FY23 Budget Request
 - FY23 Capital Request
 - IT Update - Beth Gallaway
 - Grafton Public Library Capital Campaign Update - Dana Wilson
 - Friends Membership & Update – Stephanie Teixeira
 - Building & Grounds – Doug Bowman
 - COVID-19 Update - Beth Gallaway
- V. New Business**
 - Staff Appreciation – Aaron Vandestein
 - Request for funding: TechSoup, \$3,256.00 for software - Dana Wilson
 - Request for funding: Bibliotheca, \$10,826.64 for barcode scanners - Dana Wilson
 - Request: extend contract date for Bibliotemps
- VI. Policy Review**
 - Unattended Child
 - Code of Conduct
 - Internet Use
 - Unaccompanied Adult
- VII. Director's Report**
 - Stats
 - Staff
- VIII. Public Input**
- IX. Next Meeting: Wednesday January 26, 2022 at 7:00pm**



Adjournment

TOWN of GRAFTON
Grafton Memorial Municipal Center
30 Providence Road Grafton, MA 01519
www.grafton-ma.gov



AmpUp Member Since 2021

COMMUNITY CHARGING REPORT

Nov 1, 2021 - Nov 30, 2021

SUMMARY

CHARGING SESSIONS

9

↓50% change last 30 days

TOTAL REVENUE

\$9.71

↓65.52% change last 30 days

TOTAL ENERGY

47.4 kWh

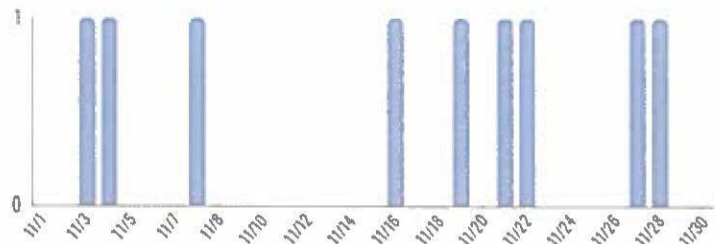
↓56.48% change last 30 days

TOTAL CO2 SAVED

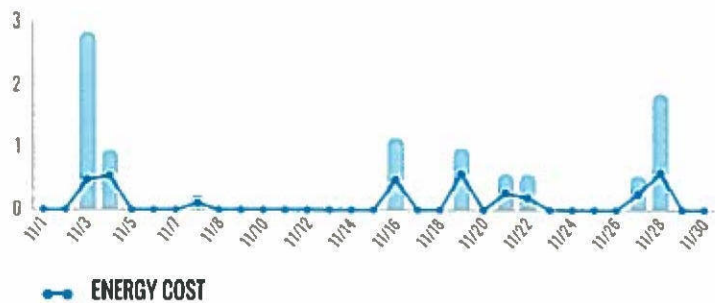
76 lbs

↓56.07% change last 30 days

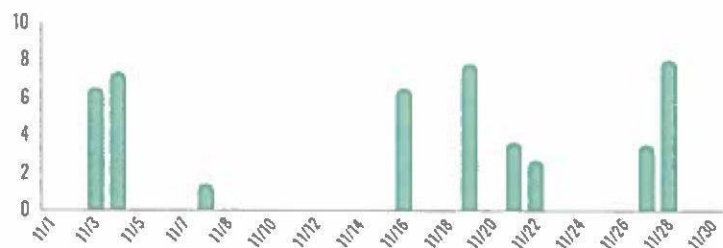
NUMBER OF SESSIONS



TOTAL REVENUE (\$)



TOTAL ENERGY (kWh)



SESSIONS

AVERAGE COST PER SESSION

\$0.39

↑0% change last 30 days

ENERGY USED PER SESSION

5.27 kWh

↓16.67% change last 30 days

AVERAGE SESSION DURATION

55m

55.22 mins charging & 0.26 min idle

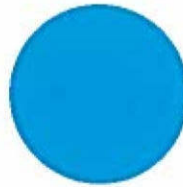


14 mins

Duration Range

2 hrs

SESSIONS BY GROUP



● public (100%)

USER BEHAVIOR

CHARGE TRIGGER



VEHICLE MAKE AND MODEL



ENERGY USAGE BY GROUP



RESERVATIONS



ADVANCE BOOKING (mins)

No Advance Booking Data

SUSTAINABILITY

47.4 KWHs

Total Energy

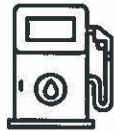
or

76

Metric lbs of
CO2 saved

=

CO2 Emissions From:



3.8

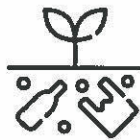
Gallons of gasoline



37

Pounds of coal burned

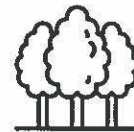
Greenhouse gas
emissions avoided by:



0.01

Tons of waste recycled
instead of landfilled

Carbon sequestered
by:



0.04

Acres of U.S. forests in
one year

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12271

Year: 2022

Effective Date: 12/16/2021

Post Date: 12/08/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
60451	10533 NSTAR GAS COMPANY	28556580018	152.04		1.610.2.5210	ENERGY	152.04	Validated
60451	10533 NSTAR GAS COMPANY	28556580018	70.27		1.610.2.5210	ENERGY	70.27	Validated
60467	295 TOWN OF GRAFTON	10009	76.00		1.610.2.5230	NON-ENERGY UTILITIES	76.00	Validated
60467	295 TOWN OF GRAFTON	130400	38.18		1.610.2.5230	NON-ENERGY UTILITIES	38.18	Validated
60458	191 KOOPMAN LUMBER CO INC	1086370	88.92		1.610.2.5240	REPAIR AND MAINTENANCE	88.92	Validated
60464	255 RANSFORD PEST CONTROL	431147	95.00		1.610.2.5240	REPAIR AND MAINTENANCE	95.00	Validated
60468	2118 W. B. MASON CO	225499864	50.78		1.610.2.5420	OFFICE SUPPLIES	50.78	Validated
60468	2118 W. B. MASON CO	225504619	32.46		1.610.2.5420	OFFICE SUPPLIES	32.46	Validated
60468	2118 W. B. MASON CO	225510178	25.42		1.610.2.5420	OFFICE SUPPLIES	25.42	Validated
60468	2118 W. B. MASON CO	225647198	7.60		1.610.2.5420	OFFICE SUPPLIES	7.60	Validated
60465	4685 STAPLES CONTRACT &	3494414548	42.49		1.610.2.5420	OFFICE SUPPLIES	42.49	Validated
60465	4685 STAPLES CONTRACT &	3494414549	35.58		1.610.2.5420	OFFICE SUPPLIES	35.58	Validated
60544	9836 OVERDRIVE, INC.	01050CO21479350	76.72		1.610.2.5515	EDUCATIONAL SUPPLIES	76.72	Validated
60544	9836 OVERDRIVE, INC.	01050CO21479351	134.99		1.610.2.5515	EDUCATIONAL SUPPLIES	134.99	Validated
60544	9836 OVERDRIVE, INC.	01050CO21481560	217.98		1.610.2.5515	EDUCATIONAL SUPPLIES	217.98	Validated
60544	9836 OVERDRIVE, INC.	01050CO21484575	12.99		1.610.2.5515	EDUCATIONAL SUPPLIES	12.99	Validated
60462	9836 OVERDRIVE, INC.	01050SV21478150	5.98		1.610.2.5515	EDUCATIONAL SUPPLIES	5.98	Validated
60460	9897 MIDWEST TAPE, LLC	501353105	952.20	10115	1.610.2.5515	EDUCATIONAL SUPPLIES	952.20	Validated
60456	3613 INGRAM LIBRARY SERVICE	56251428	17.45	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	17.45	Validated
60456	3613 INGRAM LIBRARY SERVICE	56268312	-31.37	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	-31.37	Validated
60456	3613 INGRAM LIBRARY SERVICE	56310280	410.32	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	410.32	Validated
60456	3613 INGRAM LIBRARY SERVICE	56310281	149.73	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	149.73	Validated
60456	3613 INGRAM LIBRARY SERVICE	56310282	146.85	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	146.85	Validated
60452	6719 GALE	75112667	-25.34		1.610.2.5515	EDUCATIONAL SUPPLIES	-25.34	Validated
60452	6719 GALE	75337338	-31.00		1.610.2.5515	EDUCATIONAL SUPPLIES	-31.00	Validated
60452	6719 GALE	76183310	-28.58		1.610.2.5515	EDUCATIONAL SUPPLIES	-28.58	Validated
60452	6719 GALE	76217717	134.49		1.610.2.5515	EDUCATIONAL SUPPLIES	134.49	Validated
60461	11837 THE NEW YORK TIMES	906850375	51.00		1.610.2.5516	PERIODICALS	51.00	Validated
60463	12638 FRIENDS OF SHREWSBURY	454	275.00		1.610.2.5717	Programs	275.00	Validated
610 EXPENSES Total							\$3,184.15	

Town of Grafton
Schedule of Bills Payable

Schedule of Bills Payable # 12271

Year: 2022

Effective Date: 12/16/2021

Post Date: 12/08/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
.61 LIBRARY EQUALIZATION								
60459	9554 MASSACHUSETTS LIBRARY	7151	2,691.90	10117	20.610.291.5200	SERVICES	2,691.90	Validated
60456	3613 INGRAM LIBRARY SERVICE	56310280	121.57		29.610.373.5400	SUPPLIES	121.57	Validated
60456	3613 INGRAM LIBRARY SERVICE	56310282	24.22		29.610.373.5400	SUPPLIES	24.22	Validated
.61 LIBR LOST BOOKS							\$2,837.69	
Schedule #12271 Total							\$6,021.84	

To the Town Accountant:

The above named bills of the *Grafton Public Library*, amounting in the aggregate to \$ 6,021.84 have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12229

Year: 2022

Effective Date: 12/02/2021

Post Date: 11/23/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
60010	2118 W. B. MASON CO	225180566	27.71		1.610.2.5240	REPAIR AND MAINTENANCE	27.71	Validated
59987	5578 AMAZON.COM LLC	444549479648	21.76		1.610.2.5240	REPAIR AND MAINTENANCE	21.76	Validated
59987	5578 AMAZON.COM LLC	999739666995	29.99		1.610.2.5240	REPAIR AND MAINTENANCE	29.99	Validated
60010	2118 W. B. MASON CO	225252135	13.15		1.610.2.5420	OFFICE SUPPLIES	13.15	Validated
60010	2118 W. B. MASON CO	225263500	60.63		1.610.2.5420	OFFICE SUPPLIES	60.63	Validated
60010	2118 W. B. MASON CO	225292584	5.00		1.610.2.5420	OFFICE SUPPLIES	5.00	Validated
59987	5578 AMAZON.COM LLC	437437464657	129.45		1.610.2.5420	OFFICE SUPPLIES	129.45	Validated
59999	54 DEMCO, INC.	7041986	32.63		1.610.2.5420	OFFICE SUPPLIES	32.63	Validated
59987	5578 AMAZON.COM LLC	437437464657	181.72		1.610.2.5515	EDUCATIONAL SUPPLIES	181.72	Validated
60001	3613 INGRAM LIBRARY SERVICE	55943741	-11.95	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	-11.95	Validated
60001	3613 INGRAM LIBRARY SERVICE	55958315	11.39	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	11.39	Validated
60001	3613 INGRAM LIBRARY SERVICE	56014483	176.59	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	176.59	Validated
60001	3613 INGRAM LIBRARY SERVICE	56014484	15.24	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	15.24	Validated
60001	3613 INGRAM LIBRARY SERVICE	56014486	175.76	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	175.76	Validated
60001	3613 INGRAM LIBRARY SERVICE	56014487	155.82	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	155.82	Validated
59987	5578 AMAZON.COM LLC	845743798754	24.20		1.610.2.5515	EDUCATIONAL SUPPLIES	24.20	Validated
59987	5578 AMAZON.COM LLC	965948966869	98.99		1.610.2.5515	EDUCATIONAL SUPPLIES	98.99	Validated
59987	5578 AMAZON.COM LLC	974899986434	31.95		1.610.2.5515	EDUCATIONAL SUPPLIES	31.95	Validated
59987	5578 AMAZON.COM LLC	985555943385	24.19		1.610.2.5515	EDUCATIONAL SUPPLIES	24.19	Validated
59987	5578 AMAZON.COM LLC	997588447987	12.99		1.610.2.5515	EDUCATIONAL SUPPLIES	12.99	Validated
59987	5578 AMAZON.COM LLC	999739666995	23.49		1.610.2.5515	EDUCATIONAL SUPPLIES	23.49	Validated
59987	5578 AMAZON.COM LLC	438373977558	15.75		1.610.2.5717	Programs	15.75	Validated
60001	3613 INGRAM LIBRARY SERVICE	56014485	14.55		1.610.2.5717	Programs	14.55	Validated
60000	12183 FUN EXPRESS, LLC	713045420-01	26.74		1.610.2.5717	Programs	26.74	Validated

610 EXPENSES Total

\$1,297.74

.61 LIB MATERIALS

60008	105449 Princh A/S	1093	475.55		29.610.793.5400	SUPPLIES	475.55	Validated
60016	6519 XEROX CORPORATION	2920743	771.93		29.610.793.5400	SUPPLIES	771.93	Validated

.61 LIB MATERIALS

\$1,247.48

Town of Grafton
Schedule of Bills Payable

Schedule of Bills Payable # 12229

Year: 2022

Effective Date: 12/02/2021

Post Date: 11/23/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
Schedule #12229 Total							\$2,545.22	

To the Town Accountant:

The above named bills of the *Grafton Public Library*, amounting in the aggregate to \$ 2,545.22 have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mbic

FY2022 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2019 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
ABINGTON	16,668	12/2/21	8,422.96	5,816.72	2,708.39	16,948.07
ACTON	23,662	12/2/21	11,957.28	5,645.27	4,002.23	21,604.78
AQUINNAH	320	12/2/21	1,263.34	6.30	384.71	1,654.35
ARLINGTON	45,531	12/2/21	23,008.49	8,071.63	11,415.70	42,495.82
ASHBURNHAM	6,348	12/2/21	3,207.88	2,524.10	321.00	6,052.98
ASHBY	3,219	12/2/21	1,626.68	1,409.91	190.71	3,227.30
ASHLAND	17,807	12/2/21	8,998.53	4,913.65	2,196.69	16,108.87
ATHOL	11,732	12/2/21	5,928.61	7,783.94	2,438.11	16,150.66
ATTLEBORO	45,237	12/2/21	22,859.92	19,284.07	2,017.69	44,161.68
AUBURN	16,766	12/2/21	8,472.48	5,778.68	1,713.12	15,964.28
AYER	8,196	12/2/21	4,141.74	2,365.29	338.57	6,845.60
BECKET	1,716	12/2/21	1,263.34	262.74	20.57	1,546.65
BEDFORD	14,123	12/2/21	7,136.87	2,258.64	4,232.94	13,628.45
BELMONT	26,116	12/2/21	13,197.38	3,452.78	7,135.19	23,785.35
BERLIN	3,240	12/2/21	1,637.29	736.11	132.00	2,505.40
BEVERLY	42,174	12/2/21	21,312.07	11,083.48	3,328.39	35,723.94
BILLERICA	43,367	12/2/21	21,914.94	11,713.59	2,345.97	35,974.50
BLANDFORD	1,252	12/2/21	1,263.34	432.01	89.86	1,785.21
BOSTON	692,600	12/2/21	349,996.23	117,205.58	19,672.88	486,874.69
BOURNE	19,762	12/2/21	9,986.47	3,756.94	2,129.40	15,872.81
BOYLSTON	4,712	12/2/21	2,381.15	1,236.35	486.71	4,104.21
BRAINTREE	37,190	12/2/21	18,793.48	8,389.26	7,036.48	34,219.22
BRIMFIELD	3,680	12/2/21	1,859.64	1,445.91	176.14	3,481.69
BUCKLAND	1,850	12/2/21	1,263.34	722.17	292.71	2,278.22
CAMBRIDGE	118,927	12/2/21	60,098.18	11,095.25	13,697.96	84,891.39
CANTON	23,805	12/2/21	12,029.54	4,983.59	3,668.95	20,682.08
CARLISLE	5,252	12/2/21	2,654.03	829.23	671.42	4,154.68
CHARLEMONT	1,233	12/2/21	1,263.34	514.22	5.00	1,782.56
CHATHAM	5,982	12/2/21	3,022.93	225.54	1,921.26	5,169.73
CHESHIRE	3,129	12/2/21	1,581.20	1,490.77	88.29	3,160.26
CHESTER	1,369	12/2/21	1,263.34	718.74	61.00	2,043.08
CHICOPEE	55,126	12/2/21	27,857.20	35,352.89	2,618.82	65,828.91
CLARKSBURG	1,638	12/2/21	1,263.34	1,000.74	81.43	2,345.51
COLRAIN	1,661	12/2/21	1,263.34	752.53	208.57	2,224.44
CONCORD	18,918	12/2/21	9,559.96	2,499.16	6,679.91	18,739.03
CONWAY	1,873	12/2/21	1,263.34	640.54	3.29	1,907.17
CUMMINGTON	874	12/2/21	1,263.34	278.25	0.00	1,541.59

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mbic

FY2022 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2019 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
DARTMOUTH	34,188	12/2/21	17,276.45	9,394.63	3,404.38	30,075.46
DEERFIELD	4,991	12/2/21	2,522.14	1,534.08	962.42	5,018.64
DENNIS	13,871	12/2/21	7,009.53	1,204.85	3,343.96	11,558.34
DIGHTON	7,967	12/2/21	4,026.02	2,719.08	230.57	6,975.67
DOVER	6,127	12/2/21	3,096.20	660.54	937.28	4,694.02
DUDLEY	11,773	12/2/21	5,949.33	6,024.80	580.71	12,554.84
DUNSTABLE	3,403	12/2/21	1,719.66	950.46	100.29	2,770.41
EASTHAM	4,906	12/2/21	2,479.18	368.93	1,769.84	4,617.95
EASTHAMPTON	15,829	12/2/21	7,998.98	7,040.14	969.42	16,008.54
EASTON	25,105	12/2/21	12,686.48	7,674.08	1,505.12	21,865.68
EGREMONT	1,205	12/2/21	1,263.34	156.76	191.43	1,611.53
ERVING	1,750	12/2/21	1,263.34	159.51	443.85	1,866.70
EVERETT	46,451	12/2/21	23,473.40	15,290.97	1,291.41	40,055.78
FALMOUTH	30,993	12/2/21	15,661.90	3,628.94	7,008.05	26,298.89
FITCHBURG	40,638	12/2/21	20,535.88	27,347.45	487.85	48,371.18
FLORIDA	715	12/2/21	1,263.34	139.90	99.14	1,502.38
FOXBOROUGH	18,399	12/2/21	9,297.69	4,643.03	4,194.80	18,135.52
FRAMINGHAM	74,416	12/2/21	37,605.14	24,850.24	4,090.09	66,545.47
GILL	1,465	12/2/21	1,263.34	614.73	0.00	1,878.07
GLOUCESTER	30,430	12/2/21	15,377.40	6,092.42	1,483.13	22,952.95
GOSHEN	1,059	12/2/21	1,263.34	321.43	29.72	1,614.49
GOSNOLD	75	12/2/21	1,263.34	1.22	0.00	1,264.56
GRAFTON	18,883	12/2/21	9,542.28	6,224.60	367.57	16,134.45
GRANVILLE	1,611	12/2/21	1,263.34	614.44	59.43	1,937.21
GROTON	11,325	12/2/21	5,722.94	3,142.57	1,710.41	10,575.92
HADLEY	5,342	12/2/21	2,699.51	1,284.26	964.42	4,948.19
HAMILTON	8,051	12/2/21	4,068.47	1,838.72	2,531.54	8,438.73
HAMPDEN	5,177	12/2/21	2,616.13	2,016.20	151.14	4,783.47
HANCOCK	696	12/2/21	1,263.34	74.74	29.86	1,367.94
HARDWICK	3,057	12/2/21	1,544.82	1,719.47	70.14	3,334.43
HARWICH	12,142	12/2/21	6,135.80	1,148.25	3,989.52	11,273.57
HAWLEY	334	12/2/21	1,263.34	107.13	4.86	1,375.33
HINGHAM	24,679	12/2/21	12,471.21	3,820.32	3,633.95	19,925.48
HINSDALE	1,911	12/2/21	1,263.34	562.35	100.72	1,926.41
HOLLAND	2,482	12/2/21	1,263.34	833.05	68.86	2,165.25
HOLYOKE	40,117	12/2/21	20,272.60	33,691.48	369.57	54,333.65
HOPKINTON	18,470	12/2/21	9,333.57	3,815.02	1,067.42	14,216.01

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FY2022 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2019 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
HUDSON	19,864	12/2/21	10,038.01	6,206.90	1,800.98	18,045.89
HULL	10,475	12/2/21	5,293.40	2,129.01	472.28	7,894.69
HUNTINGTON	2,169	12/2/21	1,263.34	1,152.78	32.29	2,448.41
IPSWICH	14,074	12/2/21	7,112.11	3,039.45	343.57	10,495.13
LAKEVILLE	11,561	12/2/21	5,842.20	3,273.70	3,381.67	12,497.57
LANESBOROUGH	2,940	12/2/21	1,485.69	1,009.79	59.72	2,555.20
LEE	5,664	12/2/21	2,862.23	1,537.11	415.28	4,814.62
LEOMINSTER	41,716	12/2/21	21,080.63	19,679.31	4,181.23	44,941.17
LEYDEN	715	12/2/21	1,263.34	267.95	27.57	1,558.86
LINCOLN	7,052	12/2/21	3,563.64	1,066.16	3,722.81	8,352.61
LONGMEADOW	15,705	12/2/21	7,936.32	5,321.32	656.85	13,914.49
LOWELL	110,997	12/2/21	56,090.86	62,324.03	397.85	118,812.74
LUNENBURG	11,736	12/2/21	5,930.63	4,103.43	954.99	10,989.05
LYNN	94,299	12/2/21	47,652.75	45,135.07	191.43	92,979.25
LYNNFIELD	12,999	12/2/21	6,568.87	2,399.22	1,678.12	10,646.21
MARBLEHEAD	20,555	12/2/21	10,387.20	3,024.53	634.42	14,046.15
MARION	5,188	12/2/21	2,621.69	707.53	193.71	3,522.93
MARSHFIELD	25,967	12/2/21	13,122.08	6,102.38	3,035.68	22,260.14
MASHPEE	14,229	12/2/21	7,190.44	1,683.72	3,390.53	12,264.69
MATTAPOISETT	6,401	12/2/21	3,234.66	1,074.04	1,847.41	6,156.11
MAYNARD	11,336	12/2/21	5,728.50	3,951.78	1,368.70	11,048.98
MENDON	6,223	12/2/21	3,144.71	1,782.58	593.71	5,521.00
METHUEN	50,706	12/2/21	25,623.61	19,601.04	69.57	45,294.22
MIDDLEBOROUGH	25,463	12/2/21	12,867.39	10,490.97	2,309.40	25,667.76
MIDDLETON	10,110	12/2/21	5,108.96	2,151.76	1,071.27	8,331.99
MILFORD	29,101	12/2/21	14,705.81	10,780.76	2,826.39	28,312.96
MILLBURY	13,947	12/2/21	7,047.93	4,994.97	807.71	12,850.61
MILLIS	8,310	12/2/21	4,199.35	2,426.60	2,514.11	9,140.06
MILLVILLE	3,257	12/2/21	1,645.88	1,567.48	22.15	3,235.51
MILTON	27,593	12/2/21	13,943.76	5,563.81	1,789.55	21,297.12
MONSON	8,787	12/2/21	4,440.40	4,504.30	406.00	9,350.70
MONTAGUE	8,212	12/2/21	4,149.83	3,522.37	1,161.13	8,833.33
MONTEREY	924	12/2/21	1,263.34	78.71	808.85	2,150.90
MONTGOMERY	866	12/2/21	1,263.34	327.74	0.29	1,591.37
MOUNT WASHINGTON	157	12/2/21	1,263.34	12.27	0.00	1,275.61
NAHANT	3,513	12/2/21	1,775.25	594.35	39.43	2,409.03

Massachusetts Libraries

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FY2022 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2019 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
NANTUCKET	11,399	12/2/21	5,760.34	248.05	696.85	6,705.24
NATICK	36,050	12/2/21	18,217.39	6,815.11	8,179.75	33,212.25
NEW BEDFORD	95,363	12/2/21	48,190.43	65,209.92	1,963.69	115,364.04
NEW BRAINTREE	1,024	12/2/21	1,263.34	416.40	59.86	1,739.60
NEW SALEM	1,021	12/2/21	1,263.34	419.90	57.57	1,740.81
NEWTON	88,414	12/2/21	44,678.84	11,367.89	15,008.37	71,055.10
NORFOLK	12,003	12/2/21	6,065.56	3,622.43	1,394.55	11,082.54
NORTH ANDOVER	31,188	12/2/21	15,760.44	8,409.54	614.85	24,784.83
NORTHAMPTON	28,451	12/2/21	14,377.34	10,298.99	5,828.92	30,505.25
NORTHBOROUGH	15,109	12/2/21	7,635.14	3,449.38	2,111.12	13,195.64
NORTHBRIDGE	16,679	12/2/21	8,428.51	7,314.76	953.28	16,696.55
NORTHFIELD	2,958	12/2/21	1,494.79	842.06	1,061.42	3,398.27
NORWELL	11,153	12/2/21	5,636.02	2,088.01	2,502.97	10,227.00
NORWOOD	29,725	12/2/21	15,021.14	7,106.12	3,140.10	25,267.36
OAK BLUFFS	4,667	12/2/21	2,358.41	298.88	1,638.84	4,296.13
OAKHAM	1,957	12/2/21	1,263.34	797.52	830.13	2,890.99
ORANGE	7,582	12/2/21	3,831.47	4,612.24	1,242.27	9,685.98
ORLEANS	5,788	12/2/21	2,924.89	369.61	2,687.82	5,982.32
PAXTON	4,963	12/2/21	2,507.99	2,021.51	674.14	5,203.64
PEABODY	53,070	12/2/21	26,818.22	15,454.87	1,294.27	43,567.36
PELHAM	1,313	12/2/21	1,263.34	452.88	1,789.98	3,506.20
PEMBROKE	18,509	12/2/21	9,353.28	5,475.89	2,225.40	17,054.57
PERU	834	12/2/21	1,263.34	344.52	13.15	1,621.01
PETERSHAM	1,250	12/2/21	1,263.34	462.53	109.00	1,834.87
PHILLIPSTON	1,746	12/2/21	1,263.34	674.64	2.15	1,940.13
PLAINFIELD	661	12/2/21	1,263.34	221.69	3.43	1,488.46
PLYMPTON	2,987	12/2/21	1,509.44	751.87	413.00	2,674.31
PRINCETON	3,488	12/2/21	1,762.62	1,025.40	144.57	2,932.59
PROVINCETOWN	2,961	12/2/21	1,496.30	120.63	973.85	2,590.78
RANDOLPH	34,362	12/2/21	17,364.38	13,892.40	2,898.96	34,155.74
RAYNHAM	14,470	12/2/21	7,312.23	4,124.68	1,113.56	12,550.47
REHOBOTH	12,385	12/2/21	6,258.60	3,575.28	387.14	10,221.02
REVERE	53,073	12/2/21	26,819.74	18,085.20	86.14	44,991.08
ROCKLAND	17,986	12/2/21	9,088.99	6,708.49	1,636.69	17,434.17
ROCKPORT	7,282	12/2/21	3,679.86	1,067.31	525.71	5,272.88
ROWE	389	12/2/21	1,263.34	14.49	231.14	1,508.97
ROWLEY	6,473	12/2/21	3,271.05	1,736.66	1,559.27	6,566.98

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FY2022 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2019 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
ROYALSTON	1,277	12/2/21	1,263.34	548.34	89.00	1,900.68
RUSSELL	1,792	12/2/21	1,263.34	1,003.74	6.72	2,273.80
SALISBURY	9,534	12/2/21	4,817.88	2,259.43	674.85	7,752.16
SANDISFIELD	891	12/2/21	1,263.34	164.91	7.57	1,435.82
SANDWICH	20,169	12/2/21	10,192.14	4,069.44	1,664.27	15,925.85
SEEKONK	15,770	12/2/21	7,969.16	4,539.34	6,488.77	18,997.27
SHELBURNE	1,837	12/2/21	1,263.34	545.80	752.56	2,561.70
SHERBORN	4,335	12/2/21	2,190.64	678.17	230.43	3,099.24
SHIRLEY	7,636	12/2/21	3,858.75	3,733.29	461.28	8,053.32
SOMERSET	18,129	12/2/21	9,161.25	6,835.10	3,285.39	19,281.74
SOMERVILLE	81,360	12/2/21	41,114.20	16,498.90	662.56	58,275.66
SOUTHBOROUGH	10,208	12/2/21	5,158.48	1,867.08	1,176.27	8,201.83
SOUTHBRIDGE	16,878	12/2/21	8,529.08	11,819.27	355.43	20,703.78
SOUTHWICK	9,740	12/2/21	4,921.98	3,924.02	1,401.55	10,247.55
SPRINGFIELD	153,606	12/2/21	77,622.76	125,102.33	1,325.27	204,050.36
STONEHAM	24,126	12/2/21	12,191.76	6,201.06	519.14	18,911.96
STOW	7,234	12/2/21	3,655.61	1,803.99	854.42	6,314.02
STURBRIDGE	9,597	12/2/21	4,849.72	3,146.33	1,916.40	9,912.45
SUNDERLAND	3,629	12/2/21	1,833.87	1,690.53	2,535.11	6,059.51
SWANSEA	16,834	12/2/21	8,506.84	5,805.65	2,166.54	16,479.03
TAUNTON	57,464	12/2/21	29,038.67	26,739.49	893.56	56,671.72
TEMPLETON	8,138	12/2/21	4,112.43	4,508.34	26.72	8,647.49
TEWKSBURY	31,178	12/2/21	15,755.39	8,589.47	2,264.26	26,609.12
TISBURY	4,096	12/2/21	2,069.86	259.22	1,965.55	4,294.63
TOWNSEND	9,506	12/2/21	4,803.73	4,378.58	2,164.83	11,347.14
TRURO	2,008	12/2/21	1,263.34	80.82	1,550.55	2,894.71
TYNGSBOROUGH	12,527	12/2/21	6,330.36	4,159.93	379.71	10,870.00
TYRINGHAM	312	12/2/21	1,263.34	22.58	2.15	1,288.07
UPTON	8,065	12/2/21	4,075.54	2,448.64	323.43	6,847.61
UXBRIDGE	14,195	12/2/21	7,173.26	4,967.41	328.57	12,469.24
WAKEFIELD	27,045	12/2/21	13,666.83	6,355.41	3,109.67	23,131.91
WALTHAM	62,495	12/2/21	31,581.02	12,733.22	3,448.10	47,762.34
WAREHAM	22,745	12/2/21	11,493.89	6,241.47	1,053.70	18,789.06
WARREN	5,222	12/2/21	2,638.87	3,157.20	167.00	5,963.07
WARWICK	769	12/2/21	1,263.34	357.51	12.43	1,633.28
WASHINGTON	541	12/2/21	1,263.34	169.73	20.57	1,453.64
WELLESLEY	28,670	12/2/21	14,488.01	3,027.88	19,370.45	36,886.34

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FY2022 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2019 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
WELLFLEET	2,724	12/2/21	1,376.54	138.90	1,859.55	3,374.99
WENDELL	878	12/2/21	1,263.34	375.97	182.29	1,821.60
WENHAM	5,278	12/2/21	2,667.17	1,466.51	2,531.40	6,665.08
WEST BOYLSTON	8,077	12/2/21	4,081.61	3,008.54	1,266.41	8,356.56
WEST BROOKFIELD	3,727	12/2/21	1,883.39	1,569.91	929.28	4,382.58
WEST TISBURY	2,904	12/2/21	1,467.50	139.94	2,751.11	4,358.55
WESTBOROUGH	19,144	12/2/21	9,674.17	4,007.35	3,383.53	17,065.05
WESTFIELD	41,204	12/2/21	20,821.90	23,452.31	874.56	45,148.77
WESTFORD	24,817	12/2/21	12,540.94	5,944.95	1,949.26	20,435.15
WESTON	12,124	12/2/21	6,126.71	1,082.44	7,821.18	15,030.33
WESTWOOD	16,400	12/2/21	8,287.52	2,569.77	3,004.39	13,861.68
WEYMOUTH	57,746	12/2/21	29,181.18	17,751.99	9,961.01	56,894.18
WHATELY	1,567	12/2/21	1,263.34	423.94	133.71	1,820.99
WHITMAN	15,216	12/2/21	7,689.21	6,126.20	1,656.98	15,472.39
WILBRAHAM	14,689	12/2/21	7,422.89	5,733.20	1,251.41	14,407.50
WILLIAMSBURG	2,466	12/2/21	1,263.34	916.03	1,911.40	4,090.77
WILLIAMSTOWN	7,434	12/2/21	3,756.68	2,610.12	644.42	7,011.22
WILMINGTON	23,445	12/2/21	11,847.62	5,127.84	1,440.98	18,416.44
WINCHENDON	10,905	12/2/21	5,510.70	7,179.39	132.43	12,822.52
WOBURN	40,228	12/2/21	20,328.69	8,737.97	6,401.77	35,468.43
WORCESTER	185,428	12/2/21	93,703.58	111,040.84	2,737.54	207,481.96
WORTHINGTON	1,175	12/2/21	1,263.34	375.96	0.00	1,639.30
WRENTHAM	12,023	12/2/21	6,075.67	2,902.35	178.71	9,156.73
YARMOUTH	23,203	12/2/21	11,725.33	3,898.32	2,923.68	18,547.33

Town of Grafton

Department Revenue and Expenditure Report

From 11/01/2021 to 11/30/2021

1 - GENERAL FUND									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
1.610.1.5112	DEPARTMENT HEAD		86,619.00	86,619.00			33,850.74	52,768.26	39.08 %
1.610.1.5114	WAGES, PERMANENT		373,845.00	373,845.00			143,971.65	229,873.35	38.51 %
1.610.1.5115	WAGES, PART-TIME PERSONNEL		252,844.00	252,844.00			71,474.37	181,369.63	28.26 %
Schedule 0001	PERSONNEL SERVICES		713,308.00	713,308.00			249,296.76	464,011.24	34.94 %
1.610.2.5210	ENERGY		33,500.00	33,500.00			3,326.95	30,173.05	9.93 %
1.610.2.5230	NON-ENERGY UTILITIES		1,600.00	1,600.00			141.76	1,458.24	8.86 %
1.610.2.5240	REPAIR AND MAINTENANCE		11,000.00	11,000.00			4,167.97	6,832.03	37.89 %
1.610.2.5248	CONTRACTED SERVICES		22,500.00	22,500.00			21,387.00	1,113.00	95.05 %
1.610.2.5270	RENTAL AND LEASES		250.00	250.00			745.27	-495.27	298.10 %
1.610.2.5340	COMMUNICATIONS		3,750.00	3,750.00			1,205.77	2,544.23	32.15 %
1.610.2.5420	OFFICE SUPPLIES		5,000.00	5,000.00			1,889.21	3,110.79	37.78 %
1.610.2.5515	EDUCATIONAL SUPPLIES		112,000.00	112,000.00		12,617.20	40,850.30	58,532.50	47.73 %
1.610.2.5516	PERIODICALS		8,000.00	8,000.00		3,091.12	2,453.26	2,455.62	69.30 %
1.610.2.5710	INSTATE TRAVEL		1,000.00	1,000.00			98.57	901.43	9.85 %
1.610.2.5717	Programs		15,000.00	15,000.00			4,602.25	10,397.75	30.68 %
1.610.2.5730	DUES AND MEMBERSHIPS		1,300.00	1,300.00			60.00	1,240.00	4.61 %
Schedule 0002	EXPENSES		214,900.00	214,900.00		15,708.32	80,928.31	118,263.37	44.96 %
1.610.6.5210.999.0	ENERGY	300.00		300.00			173.26	126.74	57.75 %
1.610.6.5270.999.0	RENTAL & LEASES	35.00		35.00			30.38	4.62	86.80 %
1.610.6.5300.999.0	PROFESSIONAL AND TECHNICAL						74.53	-74.53	100.00 %
1.610.6.5330.999.0	CONFERENCE/SEMINAR FEES	60.00		60.00				60.00	0.00 %
1.610.6.5340.999.0	COMMUNICATIONS	816.36		816.36			490.07	326.29	60.03 %
1.610.6.5515.999.0	EDUCATIONAL SUPPLIES	6,149.10		6,149.10		121.39	3,898.33	2,129.38	65.37 %
1.610.6.5710.999.0	INSTATE TRAVEL	209.74		209.74			56.64	153.10	27.00 %
1.610.6.5717.999.0	PROGRAMS	120.41		120.41			120.41		100.00 %
1.610.6.5730.999.0	DUE & MEMBERSHIPS	20.00		20.00			20.00		100.00 %
Schedule 0006	ENCUMBERED FUNDS	7,710.61		7,710.61		121.39	4,863.62	2,725.60	64.65 %
610 Total LIBRARY		7,710.61	928,208.00	935,918.61		15,829.71	335,088.69	585,000.21	
1 Total GENERAL FUND		7,710.61	928,208.00	935,918.61		15,829.71	335,088.69	585,000.21	

Town of Grafton

Department Revenue and Expenditure Report

From 11/01/2021 to 11/30/2021

20 - STATE & FED. GR										
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp	
20.610.209.1	BALANCE FORWARD	417.40		417.40				417.40	0.00 %	
Schedule 0209	SHRAB GRANT	417.40		417.40				417.40	0.00 %	
20.610.286.1	BALANCE FORWARD	162.25		162.25				162.25	0.00 %	
Schedule 0286	UNIBANK WIRELESS INTERNET GRAN	162.25		162.25				162.25	0.00 %	
20.610.290.1	BALANCE FORWARD	92,909.74		92,909.74				92,909.74	0.00 %	
Schedule 0290	LIBRARY INCENTIVE	92,909.74		92,909.74				92,909.74	0.00 %	
20.610.291.1	BALANCE FORWARD	32,859.01		32,859.01				32,859.01	0.00 %	
20.610.291.5200	SERVICES					2,691.90	2,509.89	-5,201.79	100.00 %	
Schedule 0291	LIBRARY EQUALIZATION	32,859.01		32,859.01		2,691.90	2,509.89	27,657.22	15.83 %	
20.610.292.1	BALANCE FORWARD	14,912.58		14,912.58				14,912.58	0.00 %	
Schedule 0292	LIBRARY CIRCULATION	14,912.58		14,912.58				14,912.58	0.00 %	
20.610.293.1	BALANCE FORWARD	781.84		781.84				781.84	0.00 %	
Schedule 0293	ARPA GRANT	781.84		781.84				781.84	0.00 %	
20.610.641.1	BALANCE FORWARD	110.50		110.50				110.50	0.00 %	
Schedule 0641	TUFTS (CSSF) STEM/STEAM PROJEC	110.50		110.50				110.50	0.00 %	
610 Total LIBRARY		142,153.32		142,153.32		2,691.90	2,509.89	136,951.53		
20 Total STATE & FED. GR		142,153.32		142,153.32		2,691.90	2,509.89	136,951.53		

Town of Grafton

Department Revenue and Expenditure Report

From 11/01/2021 to 11/30/2021

29 - OTH. SPEC. REV.										
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp	
29.610.361.4830	CONTRIBUTIONS & DONATIONS				361.30			361.30	100.00 %	
29.610.361.1	BALANCE FORWARD	29,134.13		29,134.13				29,134.13	0.00 %	
29.610.361.5400	SUPPLIES						3,246.81	-3,246.81	100.00 %	
Schedule 0361	GIFT ACCOUNT	29,134.13		29,134.13	361.30		3,246.81	26,248.62	11.14 %	
29.610.373.4830	CONTRIBUTIONS & DONATIONS				51.90			51.90	100.00 %	
29.610.373.1	BALANCE FORWARD	525.24		525.24				525.24	0.00 %	
29.610.373.5400	SUPPLIES						10.34	-10.34	100.00 %	
Schedule 0373	LIBR LOST BOOKS REPLACEMENT 4	525.24		525.24	51.90		10.34	566.80	1.96 %	
29.610.394.1	BALANCE FORWARD	1.46		1.46				1.46	0.00 %	
Schedule 0394	UNIBANK E-READER/E-BOOK GIFT A	1.46		1.46				1.46	0.00 %	
29.610.793.4899	MISCELLANEOUS SALES				44.40			44.40	100.00 %	
29.610.793.1	BALANCE FORWARD	15,051.48		15,051.48				15,051.48	0.00 %	
29.610.793.5400	SUPPLIES						843.86	-843.86	100.00 %	
Schedule 0793	LIB MATERIALS REPLACEMENT REV	15,051.48		15,051.48	44.40		843.86	14,252.02	5.60 %	
610 Total LIBRARY		44,712.31		44,712.31	457.60		4,101.01	41,068.90		
29 Total OTH. SPEC. REV.		44,712.31		44,712.31	457.60		4,101.01	41,068.90		

Town of Grafton

Department Revenue and Expenditure Report

From 11/01/2021 to 11/30/2021

30 - CAPITAL PROJECT									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
30.610.440.1	BALANCE FORWARD	-2,885,900.16		-2,885,900.16				-2,885,900.16	100.00 %
30.610.440.5100	PERSONNEL SERVICES						20,767.95	-20,767.95	100.00 %
30.610.440.5200	PURCHASE OF SERVICES				67,356.80	596,645.14	1,494,091.04	-2,023,379.38	100.00 %
30.610.440.5400	SUPPLIES					54,535.85	82,207.72	-136,743.57	100.00 %
Schedule 0440	ART 10 5/17 LIBRARY EXP	-2,885,900.16		-2,885,900.16	67,356.80	651,180.99	1,597,066.71	-5,066,791.06	100.00 %
610 Total LIBRARY		-2,885,900.16		-2,885,900.16	67,356.80	651,180.99	1,597,066.71	-5,066,791.06	
30 Total CAPITAL PROJECT		-2,885,900.16		-2,885,900.16	67,356.80	651,180.99	1,597,066.71	-5,066,791.06	

Town of Grafton

Department Revenue and Expenditure Report

From 11/01/2021 to 11/30/2021

82 - NONEXPEND. TR.										
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp	
82.610.630.1	BALANCE FORWARD	47,934.36		47,934.36				47,934.36	0.00 %	
Schedule 0630	GEO W FISHER LIBRARY	47,934.36		47,934.36				47,934.36	0.00 %	
82.610.631.1	BALANCE FORWARD	2,513.53		2,513.53				2,513.53	0.00 %	
Schedule 0631	LAR FIELD LIBRARY	2,513.53		2,513.53				2,513.53	0.00 %	
82.610.632.1	BALANCE FORWARD	5,000.00		5,000.00				5,000.00	0.00 %	
Schedule 0632	E. FISHER LIBRARY	5,000.00		5,000.00				5,000.00	0.00 %	
82.610.633.1	BALANCE FORWARD	1,000.00		1,000.00				1,000.00	0.00 %	
Schedule 0633	FORD LIBRARY	1,000.00		1,000.00				1,000.00	0.00 %	
82.610.634.1	BALANCE FORWARD	2,000.00		2,000.00				2,000.00	0.00 %	
Schedule 0634	FOWLER LIBRARY	2,000.00		2,000.00				2,000.00	0.00 %	
82.610.635.1	BALANCE FORWARD	250.00		250.00				250.00	0.00 %	
Schedule 0635	E. GODDARD LIBRARY	250.00		250.00				250.00	0.00 %	
82.610.636.1	BALANCE FORWARD	1,000.00		1,000.00				1,000.00	0.00 %	
Schedule 0636	G. HAMMON LIBRARY	1,000.00		1,000.00				1,000.00	0.00 %	
82.610.637.1	BALANCE FORWARD	1,000.00		1,000.00				1,000.00	0.00 %	
Schedule 0637	KEITH LIBRARY	1,000.00		1,000.00				1,000.00	0.00 %	
82.610.638.1	BALANCE FORWARD	8,324.30		8,324.30				8,324.30	0.00 %	
Schedule 0638	W. FAULKER LIBRARY	8,324.30		8,324.30				8,324.30	0.00 %	
82.610.640.1	BALANCE FORWARD	2,963.00		2,963.00				2,963.00	0.00 %	
Schedule 0640	R.HARRIS BOOK FUND	2,963.00		2,963.00				2,963.00	0.00 %	
610 Total LIBRARY		71,985.19		71,985.19				71,985.19		
82 Total NONEXPEND. TR.		71,985.19		71,985.19				71,985.19		

Town of Grafton

Department Revenue and Expenditure Report

From 11/01/2021 to 11/30/2021

84 - EXPENDABLE TR.									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
84.610.630.4820	INTEREST ON INVESTMENTS				1,475.25			1,475.25	100.00 %
84.610.630.1	BALANCE FORWARD	4,474.56		4,474.56				4,474.56	0.00 %
Schedule 0630	GEO W FISHER LIBRARY	4,474.56		4,474.56	1,475.25		5,949.81		0.00 %
84.610.631.4820	INTEREST ON INVESTMENTS				122.75			122.75	100.00 %
84.610.631.1	BALANCE FORWARD	2,128.45		2,128.45				2,128.45	0.00 %
Schedule 0631	LAR FIELD LIBRARY	2,128.45		2,128.45	122.75		2,251.20		0.00 %
84.610.632.4820	INTEREST ON INVESTMENTS				243.90			243.90	100.00 %
84.610.632.1	BALANCE FORWARD	4,224.00		4,224.00				4,224.00	0.00 %
Schedule 0632	E. FISHER LIBRARY	4,224.00		4,224.00	243.90		4,467.90		0.00 %
84.610.633.4820	INTEREST ON INVESTMENTS				49.31			49.31	100.00 %
84.610.633.1	BALANCE FORWARD	865.19		865.19				865.19	0.00 %
Schedule 0633	FORD LIBRARY	865.19		865.19	49.31		914.50		0.00 %
84.610.634.4820	INTEREST ON INVESTMENTS				97.79			97.79	100.00 %
84.610.634.1	BALANCE FORWARD	1,698.30		1,698.30				1,698.30	0.00 %
Schedule 0634	FOWLER LIBRARY	1,698.30		1,698.30	97.79		1,796.09		0.00 %
84.610.635.4820	INTEREST ON INVESTMENTS				12.71			12.71	100.00 %
84.610.635.1	BALANCE FORWARD	231.02		231.02				231.02	0.00 %
Schedule 0635	E. GODDARD LIBRARY	231.02		231.02	12.71		243.73		0.00 %
84.610.636.4820	INTEREST ON INVESTMENTS				49.34			49.34	100.00 %
84.610.636.1	BALANCE FORWARD	866.13		866.13				866.13	0.00 %
Schedule 0636	G. HAMMON LIBRARY	866.13		866.13	49.34		915.47		0.00 %
84.610.637.4820	INTEREST ON INVESTMENTS				49.36			49.36	100.00 %
84.610.637.1	BALANCE FORWARD	866.66		866.66				866.66	0.00 %
Schedule 0637	KEITH LIBRARY	866.66		866.66	49.36		916.02		0.00 %
84.610.638.4820	INTEREST ON INVESTMENTS				404.95			404.95	100.00 %
84.610.638.1	BALANCE FORWARD	6,989.93		6,989.93				6,989.93	0.00 %
Schedule 0638	W. FAULKER LIBRARY	6,989.93		6,989.93	404.95		7,394.88		0.00 %
84.610.639.4820	INTEREST ON INVESTMENTS				2,816.76			2,816.76	100.00 %
84.610.639.1	BALANCE FORWARD	106,584.98		106,584.98				106,584.98	0.00 %
Schedule 0639	NELSON LIBRARY	106,584.98		106,584.98	2,816.76		109,401.74		0.00 %
84.610.640.4820	INTEREST ON INVESTMENTS				140.59			140.59	100.00 %
84.610.640.1	BALANCE FORWARD	2,353.91		2,353.91				2,353.91	0.00 %
Schedule 0640	R.HARRIS BOOK FUND	2,353.91		2,353.91	140.59		2,494.50		0.00 %
84.610.659.4820	INTEREST ON INVESTMENTS				498.40			498.40	100.00 %
84.610.659.1	BALANCE FORWARD	10,149.16		10,149.16				10,149.16	0.00 %
Schedule 0659	J. WHELOCK LIBRARY	10,149.16		10,149.16	498.40		10,647.56		0.00 %

Town of Grafton

Department Revenue and Expenditure Report

From 11/01/2021 to 11/30/2021

84 - EXPENDABLE TR.									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
610 Total	LIBRARY	141,432.29		141,432.29	5,961.11			147,393.40	
84 Total	EXPENDABLE TR.	141,432.29		141,432.29	5,961.11			147,393.40	
Grand Total		-2,477,906.44	928,208.00	-1,549,698.44	73,775.51	669,702.60	1,938,766.30	-4,084,391.83	

Town of Grafton
2022 Revenue / Expense Report
From 11/01/2021 to 11/30/2021

1.610.1.5112 DEPARTMENT HEAD					Account Type:		S			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	86,619.00	0.00	27,213.34	0.00	59,405.66	31.41%
2022	11/10/2021	PYWAR		Warrant P #20 - Invoice Payment	0.00	0.00	3,318.70	0.00	56,086.96	35.24%
2022	11/24/2021	PYWAR		Warrant P #22 - Invoice Payment	0.00	0.00	3,318.70	0.00	52,768.26	39.08%
1.610.1.5112 Ending Bal					86,619.00	0.00	33,850.74	0.00	52,768.26	39.08%
Period Total					0.00	0.00	6,637.40	0.00		

1.610.1.5114 WAGES, PERMANENT PERSONNEL					Account Type:		S			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	373,845.00	0.00	115,324.85	0.00	258,520.15	30.84%
2022	11/10/2021	PYWAR		Warrant P #20 - Invoice Payment	0.00	0.00	14,323.40	0.00	244,196.75	34.67%
2022	11/24/2021	PYWAR		Warrant P #22 - Invoice Payment	0.00	0.00	14,323.40	0.00	229,873.35	38.51%
1.610.1.5114 Ending Bal					373,845.00	0.00	143,971.65	0.00	229,873.35	38.51%
Period Total					0.00	0.00	28,646.80	0.00		

1.610.1.5115 WAGES, PART-TIME PERSONNEL					Account Type:		S			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	252,844.00	0.00	56,419.61	0.00	196,424.39	22.31%
2022	11/10/2021	PYWAR		Warrant P #20 - Invoice Payment	0.00	0.00	7,450.51	0.00	188,973.88	25.26%
2022	11/24/2021	PYWAR		Warrant P #22 - Invoice Payment	0.00	0.00	7,604.25	0.00	181,369.63	28.26%
1.610.1.5115 Ending Bal					252,844.00	0.00	71,474.37	0.00	181,369.63	28.26%
Period Total					0.00	0.00	15,054.76	0.00		

0001 PERSONNEL SERVICES Ending Bal					713,308.00	0.00	249,296.76	0.00	464,011.24	34.94%
					0.00	0.00	50,338.96	0.00		

1.610.2.5210 ENERGY					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		NSTAR GAS COMPANY	33,500.00	0.00	2,721.60	0.00	30,778.40	8.12%
2022	11/10/2021	APWAR		KEARSARGE BARRE II LLC	0.00	0.00	465.96	0.00	30,312.44	9.51%
2022	11/18/2021	APWAR		NSTAR GAS COMPANY	0.00	0.00	97.60	0.00	30,214.84	9.80%
2022	11/24/2021	APWAR		MASSACHUSETTS	0.00	0.00	28.10	0.00	30,186.74	9.89%
2022	11/24/2021	APWAR		MASSACHUSETTS	0.00	0.00	13.69	0.00	30,173.05	9.93%
1.610.2.5210 Ending Bal					33,500.00	0.00	3,326.95	0.00	30,173.05	9.93%
Period Total					0.00	0.00	605.35	0.00		

Town of Grafton
2022 Revenue / Expense Report
From 11/01/2021 to 11/30/2021

1.610.2.5230 NON-ENERGY UTILITIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		GRAFTON WATER DISTRICT	1,600.00	0.00	141.76	0.00	1,458.24	8.86%
1.610.2.5230 Ending Bal					1,600.00	0.00	141.76	0.00	1,458.24	8.86%
Period Total					0.00	0.00	0.00	0.00		

1.610.2.5240 REPAIR AND MAINTENANCE					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		RANSFORD PEST CONTROL	11,000.00	0.00	2,626.89	0.00	8,373.11	23.88%
2022	11/04/2021	APWAR		STAPLES CONTRACT &	0.00	0.00	30.49	0.00	8,342.62	24.15%
2022	11/04/2021	APWAR		KOOPMAN LUMBER CO INC	0.00	0.00	17.95	0.00	8,324.67	24.32%
2022	11/04/2021	APWAR		AMAZON.COM LLC	0.00	0.00	26.99	0.00	8,297.68	24.56%
2022	11/18/2021	APWAR		RANSFORD PEST CONTROL	0.00	0.00	95.00	0.00	8,202.68	25.43%
2022	11/18/2021	APWAR		W. B. MASON CO	0.00	0.00	773.71	0.00	7,428.97	32.46%
2022	11/18/2021	APWAR		W. B. MASON CO	0.00	0.00	19.96	0.00	7,409.01	32.64%
2022	11/18/2021	APWAR		W. B. MASON CO	0.00	0.00	23.12	0.00	7,385.89	32.85%
2022	11/24/2021	APWAR		W. B. MASON CO	0.00	0.00	7.77	0.00	7,378.12	32.92%
2022	11/24/2021	APWAR		KOOPMAN LUMBER CO INC	0.00	0.00	85.42	0.00	7,292.70	33.70%
2022	11/24/2021	APWAR		AMERICAN ALARM &	0.00	0.00	386.32	0.00	6,906.38	37.21%
2022	11/24/2021	APWAR		W. B. MASON CO	0.00	0.00	74.35	0.00	6,832.03	37.89%
1.610.2.5240 Ending Bal					11,000.00	0.00	4,167.97	0.00	6,832.03	37.89%
Period Total					0.00	0.00	1,541.08	0.00		

1.610.2.5248 CONTRACTED SERVICES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		C/W MARS INC	22,500.00	0.00	21,213.00	0.00	1,287.00	94.28%
2022	11/18/2021	APWAR		FIRST ARKANSAS BANK &	0.00	0.00	174.00	0.00	1,113.00	95.05%
1.610.2.5248 Ending Bal					22,500.00	0.00	21,387.00	0.00	1,113.00	95.05%
Period Total					0.00	0.00	174.00	0.00		

1.610.2.5270 RENTAL AND LEASES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		XEROX CORPORATION	250.00	0.00	745.27	0.00	-495.27	298.10%
1.610.2.5270 Ending Bal					250.00	0.00	745.27	0.00	-495.27	298.10%
Period Total					0.00	0.00	0.00	0.00		

Town of Grafton
2022 Revenue / Expense Report
From 11/01/2021 to 11/30/2021

1.610.2.5340 COMMUNICATIONS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		VERIZON	3,750.00	0.00	774.32	0.00	2,975.68	20.64%
2022	11/18/2021	APWAR		NEW HORIZON	0.00	0.00	71.67	0.00	2,904.01	22.55%
2022	11/18/2021	APWAR		MARKETSPARK, INC	0.00	0.00	107.13	0.00	2,796.88	25.41%
2022	11/18/2021	APWAR		MARKETSPARK, INC	0.00	0.00	108.13	0.00	2,688.75	28.30%
2022	11/24/2021	APWAR		VERIZON	0.00	0.00	26.00	0.00	2,662.75	28.99%
2022	11/24/2021	APWAR		VERIZON	0.00	0.00	60.52	0.00	2,602.23	30.60%
2022	11/24/2021	APWAR		POSTMASTER, GRAFTON	0.00	0.00	58.00	0.00	2,544.23	32.15%
1.610.2.5340 Ending Bal					3,750.00	0.00	1,205.77	0.00	2,544.23	32.15%
Period Total					0.00	0.00	431.45	0.00		

1.610.2.5420 OFFICE SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		STAPLES CONTRACT &	5,000.00	0.00	962.26	0.00	4,037.74	19.24%
2022	11/04/2021	APWAR		AMAZON.COM LLC	0.00	0.00	24.99	0.00	4,012.75	19.74%
2022	11/04/2021	APWAR		DEMCO, INC.	0.00	0.00	52.10	0.00	3,960.65	20.78%
2022	11/04/2021	APWAR		W. B. MASON CO	0.00	0.00	0.83	0.00	3,959.82	20.80%
2022	11/04/2021	APWAR		STAPLES CONTRACT &	0.00	0.00	52.35	0.00	3,907.47	21.85%
2022	11/04/2021	APWAR		W. B. MASON CO	0.00	0.00	11.59	0.00	3,895.88	22.08%
2022	11/18/2021	APWAR		DEMCO, INC.	0.00	0.00	174.66	0.00	3,721.22	25.57%
2022	11/18/2021	APWAR		W. B. MASON CO	0.00	0.00	2.54	0.00	3,718.68	25.62%
2022	11/18/2021	APWAR		W. B. MASON CO	0.00	0.00	2.96	0.00	3,715.72	25.68%
2022	11/24/2021	APWAR		W. B. MASON CO	0.00	0.00	4.01	0.00	3,711.71	25.76%
2022	11/24/2021	APWAR		W. B. MASON CO	0.00	0.00	600.92	0.00	3,110.79	37.78%
1.610.2.5420 Ending Bal					5,000.00	0.00	1,889.21	0.00	3,110.79	37.78%
Period Total					0.00	0.00	926.95	0.00		

1.610.2.5515 EDUCATIONAL SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL	10112	INGRAM LIBRARY SERVICE	112,000.00	0.00	36,251.45	15,912.19	59,836.36	46.57%
2022	11/04/2021	POPAP	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-54.76	59,891.12	46.52%
2022	11/04/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	92.91	0.00	59,798.21	46.60%
2022	11/04/2021	POPAP	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-64.25	59,862.46	46.55%
2022	11/04/2021	POPAP	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-51.88	59,914.34	46.50%
2022	11/04/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	51.88	0.00	59,862.46	46.55%
2022	11/04/2021	APWAR		OVERDRIVE, INC.	0.00	0.00	76.00	0.00	59,786.46	46.61%
2022	11/04/2021	APWAR		AMAZON.COM LLC	0.00	0.00	50.45	0.00	59,736.01	46.66%

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1.610.2.5515		EDUCATIONAL SUPPLIES			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	11/04/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	64.25	0.00	59,671.76	46.72%
2022	11/04/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	54.76	0.00	59,617.00	46.77%
2022	11/04/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-92.91	59,709.91	46.68%
2022	11/04/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	108.84	0.00	59,601.07	46.78%
2022	11/04/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-108.84	59,709.91	46.68%
2022	11/04/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	35.74	0.00	59,674.17	46.71%
2022	11/04/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	76.62	0.00	59,597.55	46.78%
2022	11/04/2021	APWAR		AMAZON.COM LLC	0.00	0.00	682.56	0.00	58,914.99	47.39%
2022	11/18/2021	APWAR		DEMCO, INC.	0.00	0.00	115.79	0.00	58,799.20	47.50%
2022	11/18/2021	APWAR		GALE	0.00	0.00	28.58	0.00	58,770.62	47.52%
2022	11/18/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	13.49	0.00	58,757.13	47.53%
2022	11/18/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	13.01	0.00	58,744.12	47.54%
2022	11/18/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-10.32	58,754.44	47.54%
2022	11/18/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-260.33	59,014.77	47.30%
2022	11/18/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-1,763.62	60,778.39	45.73%
2022	11/18/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	260.33	0.00	60,518.06	45.96%
2022	11/18/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-345.97	60,864.03	45.65%
2022	11/18/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	10.32	0.00	60,853.71	45.66%
2022	11/18/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	345.97	0.00	60,507.74	45.97%
2022	11/18/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-152.85	60,660.59	45.83%
2022	11/18/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	177.78	0.00	60,482.81	45.99%
2022	11/18/2021	APWAR		OVERDRIVE, INC.	0.00	0.00	11.96	0.00	60,470.85	46.00%
2022	11/18/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	1,763.62	0.00	58,707.23	47.58%
2022	11/18/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	41.41	0.00	58,665.82	47.61%
2022	11/18/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-13.01	58,678.83	47.60%
2022	11/18/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	7.15	0.00	58,671.68	47.61%
2022	11/18/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-41.41	58,713.09	47.57%
2022	11/18/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	152.85	0.00	58,560.24	47.71%
2022	11/18/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-7.15	58,567.39	47.70%
2022	11/24/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	21.71	0.00	58,545.68	47.72%
2022	11/24/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-81.92	58,627.60	47.65%
2022	11/24/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	124.34	0.00	58,503.26	47.76%
2022	11/24/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-21.71	58,524.97	47.74%
2022	11/24/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	34.89	0.00	58,490.08	47.77%
2022	11/24/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	81.92	0.00	58,408.16	47.84%
2022	11/24/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	9.52	0.00	58,398.64	47.85%

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1.610.2.5515 EDUCATIONAL SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	11/24/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-9.52	58,408.16	47.84%
2022	11/24/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-124.34	58,532.50	47.73%
2022	11/24/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	90.20	0.00	58,442.30	47.81%
2022	11/24/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-90.20	58,532.50	47.73%
1.610.2.5515 Ending Bal					112,000.00	0.00	40,850.30	12,617.20	58,532.50	47.73%
Period Total					0.00	0.00	4,598.85	-3,294.99		

1.610.2.5516 PERIODICALS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL	009992	COX SUBSCRIPTIONS INC	8,000.00	0.00	2,402.26	3,091.12	2,506.62	68.66%
2022	11/18/2021	APWAR		THE NEW YORK TIMES	0.00	0.00	51.00	0.00	2,455.62	69.30%
1.610.2.5516 Ending Bal					8,000.00	0.00	2,453.26	3,091.12	2,455.62	69.30%
Period Total					0.00	0.00	51.00	0.00		

1.610.2.5710 INSTATE TRAVEL					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		GALLAWAY, ELIZABETH S.	1,000.00	0.00	77.12	0.00	922.88	7.71%
2022	11/18/2021	APWAR		ZARRIELLO, CYNTHIA	0.00	0.00	1.51	0.00	921.37	7.86%
2022	11/18/2021	APWAR		ZARRIELLO, CYNTHIA	0.00	0.00	19.94	0.00	901.43	9.85%
1.610.2.5710 Ending Bal					1,000.00	0.00	98.57	0.00	901.43	9.85%
Period Total					0.00	0.00	21.45	0.00		

1.610.2.5717 Programs					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		INGRAM LIBRARY SERVICE	15,000.00	0.00	3,644.92	0.00	11,355.08	24.29%
2022	11/04/2021	APWAR		W. B. MASON CO	0.00	0.00	141.92	0.00	11,213.16	25.24%
2022	11/17/2021	POENC	009994	KB INDUSTRIES, INC	0.00	0.00	0.00	240.41	10,972.75	26.84%
2022	11/24/2021	APWAR	009994	KB INDUSTRIES, INC	0.00	0.00	240.41	0.00	10,732.34	28.45%
2022	11/24/2021	POFUL	009994	KB INDUSTRIES, INC	0.00	0.00	0.00	-240.41	10,972.75	26.84%
2022	11/24/2021	APWAR		POP UP ART SCHOOL, INC	0.00	0.00	275.00	0.00	10,697.75	28.68%
2022	11/24/2021	APWAR		FRIENDS OF SHREWSBURY	0.00	0.00	300.00	0.00	10,397.75	30.68%
1.610.2.5717 Ending Bal					15,000.00	0.00	4,602.25	0.00	10,397.75	30.68%
Period Total					0.00	0.00	957.33	0.00		

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1.610.2.5730 DUES AND MEMBERSHIPS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	1,300.00	0.00	0.00	0.00	1,300.00	0.00%
2022	11/04/2021	APWAR		SHENOY, SANDHYA	0.00	0.00	60.00	0.00	1,240.00	4.61%
1.610.2.5730 Ending Bal					1,300.00	0.00	60.00	0.00	1,240.00	4.61%
Period Total					0.00	0.00	60.00	0.00		
0002 EXPENSES Ending Bal					214,900.00	0.00	80,928.31	15,708.32	118,263.37	44.96%
					0.00	0.00	9,367.46	-3,294.99		

1.610.6.5210.999.0 ENERGY					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		NSTAR GAS COMPANY	300.00	0.00	173.26	0.00	126.74	57.75%
		1.610.6.5210.999.0 Ending Bal			300.00	0.00	173.26	0.00	126.74	57.75%
		Period Total			0.00	0.00	0.00	0.00		

1.610.6.5270.999.0 RENTAL & LEASES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		XEROX CORPORATION	35.00	0.00	30.38	0.00	4.62	86.80%
		1.610.6.5270.999.0 Ending Bal			35.00	0.00	30.38	0.00	4.62	86.80%
		Period Total			0.00	0.00	0.00	0.00		

1.610.6.5300.999.0 PROFESSIONAL AND TECHNICAL					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		GALLAWAY, ELIZABETH S.	0.00	0.00	74.53	0.00	-74.53	0.00%
		1.610.6.5300.999.0 Ending Bal			0.00	0.00	74.53	0.00	-74.53	0.00%
		Period Total			0.00	0.00	0.00	0.00		

1.610.6.5330.999.0 CONFERENCE/SEMINAR FEES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	60.00	0.00	0.00	0.00	60.00	0.00%
		1.610.6.5330.999.0 Ending Bal			60.00	0.00	0.00	0.00	60.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		

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1.610.6.5340.999.0 COMMUNICATIONS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		CA MASSACHUSETTS	816.36	0.00	490.07	0.00	326.29	60.03%
				1.610.6.5340.999.0 Ending Bal	816.36	0.00	490.07	0.00	326.29	60.03%
				Period Total	0.00	0.00	0.00	0.00		

1.610.6.5515.999.0 EDUCATIONAL SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	6,149.10	0.00	3,898.33	121.39	2,129.38	65.37%
				1.610.6.5515.999.0 Ending Bal	6,149.10	0.00	3,898.33	121.39	2,129.38	65.37%
				Period Total	0.00	0.00	0.00	0.00		

1.610.6.5710.999.0 INSTATE TRAVEL					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		GALLAWAY, ELIZABETH S.	209.74	0.00	56.64	0.00	153.10	27.00%
				1.610.6.5710.999.0 Ending Bal	209.74	0.00	56.64	0.00	153.10	27.00%
				Period Total	0.00	0.00	0.00	0.00		

1.610.6.5717.999.0 PROGRAMS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		HOLLANDER, PAMELA W.	120.41	0.00	120.41	0.00	0.00	100.00%
				1.610.6.5717.999.0 Ending Bal	120.41	0.00	120.41	0.00	0.00	100.00%
				Period Total	0.00	0.00	0.00	0.00		

1.610.6.5730.999.0 DUE & MEMBERSHIPS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		ZARRIELLO, CYNTHIA	20.00	0.00	20.00	0.00	0.00	100.00%
				1.610.6.5730.999.0 Ending Bal	20.00	0.00	20.00	0.00	0.00	100.00%
				Period Total	0.00	0.00	0.00	0.00		

0006 ENCUMBERED FUNDS Ending Bal	7,710.61	0.00	4,863.62	121.39	2,725.60	64.65%
	0.00	0.00	0.00	0.00		

Dept 610 LIBRARY Ending Bal	935,918.61	0.00	335,088.69	15,829.71	585,000.21	37.49%
	0.00	0.00	59,706.42	-3,294.99		

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Fund 1 GENERAL FUND Ending Bal	935,918.61	0.00	335,088.69	15,829.71	585,000.21	37.49%
	0.00	0.00	59,706.42	-3,294.99		

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20.610.209.1 BALANCE FORWARD						Account Type:	E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	417.40	0.00	0.00	0.00	417.40	0.00%
				20.610.209.1 Ending Bal	417.40	0.00	0.00	0.00	417.40	0.00%
				Period Total	0.00	0.00	0.00	0.00		
				0209 SHRAB GRANT Ending Bal	417.40	0.00	0.00	0.00	417.40	0.00%
					0.00	0.00	0.00	0.00		

20.610.286.1 BALANCE FORWARD						Account Type:	E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	162.25	0.00	0.00	0.00	162.25	0.00%
				20.610.286.1 Ending Bal	162.25	0.00	0.00	0.00	162.25	0.00%
				Period Total	0.00	0.00	0.00	0.00		
				0286 UNIBANK WIRELESS INTERNET GRAN Ending	162.25	0.00	0.00	0.00	162.25	0.00%
					0.00	0.00	0.00	0.00		

20.610.290.1 BALANCE FORWARD						Account Type:	E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	92,909.74	0.00	0.00	0.00	92,909.74	0.00%
				20.610.290.1 Ending Bal	92,909.74	0.00	0.00	0.00	92,909.74	0.00%
				Period Total	0.00	0.00	0.00	0.00		
				0290 LIBRARY INCENTIVE Ending Bal	92,909.74	0.00	0.00	0.00	92,909.74	0.00%
					0.00	0.00	0.00	0.00		

20.610.291.1 BALANCE FORWARD						Account Type:	E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	32,859.01	0.00	0.00	0.00	32,859.01	0.00%
				20.610.291.1 Ending Bal	32,859.01	0.00	0.00	0.00	32,859.01	0.00%
				Period Total	0.00	0.00	0.00	0.00		

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20.610.291.5200 SERVICES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	11/04/2021	APWAR		MASSACHUSETTS LIBRARY	0.00	0.00	744.63	0.00	-744.63	0.00%
2022	11/17/2021	POENC	10116	MASSACHUSETTS LIBRARY	0.00	0.00	0.00	1,765.26	-2,509.89	0.00%
2022	11/24/2021	APWAR	10116	MASSACHUSETTS LIBRARY	0.00	0.00	1,765.26	0.00	-4,275.15	0.00%
2022	11/24/2021	POFUL	10116	MASSACHUSETTS LIBRARY	0.00	0.00	0.00	-1,765.26	-2,509.89	0.00%
2022	11/30/2021	POENC	10117	MASSACHUSETTS LIBRARY	0.00	0.00	0.00	2,691.90	-5,201.79	0.00%
20.610.291.5200 Ending Bal					0.00	0.00	2,509.89	2,691.90	-5,201.79	0.00%
Period Total					0.00	0.00	2,509.89	2,691.90		

0291 LIBRARY EQUALIZATION Ending Bal	32,859.01	0.00	2,509.89	2,691.90	27,657.22	15.83%
	0.00	0.00	2,509.89	2,691.90		

20.610.292.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	14,912.58	0.00	0.00	0.00	14,912.58	0.00%
20.610.292.1 Ending Bal					14,912.58	0.00	0.00	0.00	14,912.58	0.00%
Period Total					0.00	0.00	0.00	0.00		

0292 LIBRARY CIRCULATION Ending Bal	14,912.58	0.00	0.00	0.00	14,912.58	0.00%
	0.00	0.00	0.00	0.00		

20.610.293.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	781.84	0.00	0.00	0.00	781.84	0.00%
20.610.293.1 Ending Bal					781.84	0.00	0.00	0.00	781.84	0.00%
Period Total					0.00	0.00	0.00	0.00		

0293 ARPA GRANT Ending Bal	781.84	0.00	0.00	0.00	781.84	0.00%
	0.00	0.00	0.00	0.00		

20.610.641.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	110.50	0.00	0.00	0.00	110.50	0.00%

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20.610.641.1 Ending Bal	110.50	0.00	0.00	0.00	110.50	0.00%
Period Total	0.00	0.00	0.00	0.00		
0641 TUFTS (CSSF) STEM/STEAM PROJEC Ending	110.50	0.00	0.00	0.00	110.50	0.00%
	0.00	0.00	0.00	0.00		
Dept 610 LIBRARY Ending Bal	142,153.32	0.00	2,509.89	2,691.90	136,951.53	3.65%
	0.00	0.00	2,509.89	2,691.90		
Fund 20 STATE & FED. GR Ending Bal	142,153.32	0.00	2,509.89	2,691.90	136,951.53	3.65%
	0.00	0.00	2,509.89	2,691.90		

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29.610.361.1 BALANCE FORWARD						Account Type: E				
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	29,134.13	0.00	0.00	0.00	29,134.13	0.00%
				29.610.361.1 Ending Bal	29,134.13	0.00	0.00	0.00	29,134.13	0.00%
				Period Total	0.00	0.00	0.00	0.00		

29.610.361.4830 GIFT ACCOUNT CONTRIBUTIONS & DONA						Account Type: R				
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	261.30	0.00	0.00	261.30	0.00%
2022	11/10/2021	ACCRV		LIBRARY	0.00	100.00	0.00	0.00	361.30	0.00%
				29.610.361.4830 Ending Bal	0.00	361.30	0.00	0.00	361.30	0.00%
				Period Total	0.00	100.00	0.00	0.00		

29.610.361.5400 SUPPLIES						Account Type: E				
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		GAVELIS, RITA J	0.00	0.00	2,545.31	0.00	-2,545.31	0.00%
2022	11/18/2021	APWAR		HILL, Nanci M	0.00	0.00	202.50	0.00	-2,747.81	0.00%
2022	11/18/2021	APWAR		ZARRIELLO, CYNTHIA	0.00	0.00	375.00	0.00	-3,122.81	0.00%
2022	11/18/2021	APWAR		ZARRIELLO, CYNTHIA	0.00	0.00	75.00	0.00	-3,197.81	0.00%
2022	11/24/2021	APWAR		KOOPMAN LUMBER CO INC	0.00	0.00	8.66	0.00	-3,206.47	0.00%
2022	11/24/2021	APWAR		KOOPMAN LUMBER CO INC	0.00	0.00	32.34	0.00	-3,238.81	0.00%
2022	11/24/2021	APWAR		KOOPMAN LUMBER CO INC	0.00	0.00	8.00	0.00	-3,246.81	0.00%
				29.610.361.5400 Ending Bal	0.00	0.00	3,246.81	0.00	-3,246.81	0.00%
				Period Total	0.00	0.00	701.50	0.00		

0361 GIFT ACCOUNT Ending Bal	29,134.13	361.30	3,246.81	0.00	26,248.62	11.00%
	0.00	100.00	701.50	0.00		

29.610.373.1 BALANCE FORWARD						Account Type: E				
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	525.24	0.00	0.00	0.00	525.24	0.00%
				29.610.373.1 Ending Bal	525.24	0.00	0.00	0.00	525.24	0.00%
				Period Total	0.00	0.00	0.00	0.00		

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29.610.373.4830 LIBR LOST BOOKS REPLACEMENT 4						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	51.90	0.00	0.00	51.90	0.00%
				29.610.373.4830 Ending Bal	0.00	51.90	0.00	0.00	51.90	0.00%
				Period Total	0.00	0.00	0.00	0.00		

29.610.373.5400 SUPPLIES						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		INGRAM LIBRARY SERVICE	0.00	0.00	10.34	0.00	-10.34	0.00%
				29.610.373.5400 Ending Bal	0.00	0.00	10.34	0.00	-10.34	0.00%
				Period Total	0.00	0.00	0.00	0.00		

0373 LIBR LOST BOOKS REPLACEMENT 4 Ending	525.24	51.90	10.34	0.00	566.80	1.79%
	0.00	0.00	0.00	0.00		

29.610.394.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	1.46	0.00	0.00	0.00	1.46	0.00%
				29.610.394.1 Ending Bal	1.46	0.00	0.00	0.00	1.46	0.00%
				Period Total	0.00	0.00	0.00	0.00		

0394 UNIBANK E-READER/E-BOOK GIFT A Ending	1.46	0.00	0.00	0.00	1.46	0.00%
	0.00	0.00	0.00	0.00		

29.610.793.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	15,051.48	0.00	0.00	0.00	15,051.48	0.00%
				29.610.793.1 Ending Bal	15,051.48	0.00	0.00	0.00	15,051.48	0.00%
				Period Total	0.00	0.00	0.00	0.00		

29.610.793.4899 LIB MATERIALS REPLACEMENT REV ALL OTHER						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	30.00	0.00	0.00	30.00	0.00%
2022	11/10/2021	ACCRV		LIBRARY	0.00	14.40	0.00	0.00	44.40	0.00%

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29.610.793.4899 Ending Bal	0.00	44.40	0.00	0.00	44.40	0.00%
Period Total	0.00	14.40	0.00	0.00		

29.610.793.5400		SUPPLIES			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		XEROX CORPORATION	0.00	0.00	87.55	0.00	-87.55	0.00%
2022	11/04/2021	APWAR		XEROX CORPORATION	0.00	0.00	699.94	0.00	-787.49	0.00%
2022	11/24/2021	APWAR		XEROX CORPORATION	0.00	0.00	30.07	0.00	-817.56	0.00%
2022	11/24/2021	APWAR		W. B. MASON CO	0.00	0.00	26.30	0.00	-843.86	0.00%
29.610.793.5400 Ending Bal					0.00	0.00	843.86	0.00	-843.86	0.00%
Period Total					0.00	0.00	756.31	0.00		
0793 LIB MATERIALS REPLACEMENT REV Ending					15,051.48	44.40	843.86	0.00	14,252.02	5.59%
					0.00	14.40	756.31	0.00		
Dept 610 LIBRARY Ending Bal					44,712.31	457.60	4,101.01	0.00	41,068.90	9.07%
					0.00	114.40	1,457.81	0.00		
Fund 29 OTH. SPEC. REV. Ending Bal					44,712.31	457.60	4,101.01	0.00	41,068.90	9.07%
					0.00	114.40	1,457.81	0.00		

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30.610.440.1 BALANCE FORWARD Account Type: E										
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	-2,885,900.16	0.00	0.00	0.00	-2,885,900.16	0.00%
		30.610.440.1		Ending Bal	-2,885,900.16	0.00	0.00	0.00	-2,885,900.16	0.00%
		Period Total			0.00	0.00	0.00	0.00		

30.610.440.5100 PERSONNEL SERVICES Account Type: E										
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	0.00	20,767.95	0.00	-20,767.95	0.00%
		30.610.440.5100		Ending Bal	0.00	0.00	20,767.95	0.00	-20,767.95	0.00%
		Period Total			0.00	0.00	0.00	0.00		

30.610.440.5200 PURCHASE OF SERVICES Account Type: E										
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		WESTON & SAMPSON	0.00	0.00	1,425,973.00	596,645.14	-2,022,618.14	0.00%
2022	11/10/2021	APWAR		D.A. SULLIVAN & SONS, INC	0.00	0.00	1,350.00	0.00	-2,023,968.14	0.00%
2022	11/24/2021	VOIDC		GRAFTON WATER DISTRICT	0.00	0.00	-588.76	0.00	-2,023,379.38	0.00%
		30.610.440.5200		Ending Bal	0.00	0.00	1,426,734.24	596,645.14	-2,023,379.38	0.00%
		Period Total			0.00	0.00	761.24	0.00		

30.610.440.5400 SUPPLIES Account Type: E										
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL	10136	DEMCO, INC.	0.00	0.00	59,101.76	54,535.85	-113,637.61	0.00%
2022	11/04/2021	APWAR		HOLY SPIRIT EPISCOPAL	0.00	0.00	10,000.00	0.00	-123,637.61	0.00%
2022	11/04/2021	APWAR		FIRST ARKANSAS BANK &	0.00	0.00	1,523.09	0.00	-125,160.70	0.00%
2022	11/04/2021	APWAR		FIRST ARKANSAS BANK &	0.00	0.00	111.93	0.00	-125,272.63	0.00%
2022	11/10/2021	APWAR		STAPLES CONTRACT &	0.00	0.00	839.97	0.00	-126,112.60	0.00%
2022	11/10/2021	APWAR		AMAZON CAPITAL	0.00	0.00	673.40	0.00	-126,786.00	0.00%
2022	11/10/2021	APWAR		MASSACHUSETTS	0.00	0.00	2,887.29	0.00	-129,673.29	0.00%
2022	11/10/2021	APWAR		FIRST ARKANSAS BANK &	0.00	0.00	7,070.28	0.00	-136,743.57	0.00%
		30.610.440.5400		Ending Bal	0.00	0.00	82,207.72	54,535.85	-136,743.57	0.00%
		Period Total			0.00	0.00	23,105.96	0.00		

0440	ART 10 5/17 LIBRARY EXP	Ending Bal			-2,885,900.16	0.00	1,529,709.91	651,180.99	-5,066,791.06	0.00%
					0.00	0.00	23,867.20	0.00		

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Dept 610 LIBRARY Ending Bal	-2,885,900.16	0.00	1,529,709.91	651,180.99	-5,066,791.06	0.00%
	0.00	0.00	23,867.20	0.00		
Fund 30 CAPITAL PROJECT Ending Bal	-2,885,900.16	0.00	1,529,709.91	651,180.99	-5,066,791.06	0.00%
	0.00	0.00	23,867.20	0.00		

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82.610.630.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	47,934.36	0.00	0.00	0.00	47,934.36	0.00%
				82.610.630.1 Ending Bal	47,934.36	0.00	0.00	0.00	47,934.36	0.00%
				Period Total	0.00	0.00	0.00	0.00		
				0630 GEO W FISHER LIBRARY Ending Bal	47,934.36	0.00	0.00	0.00	47,934.36	0.00%
					0.00	0.00	0.00	0.00		

82.610.631.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	2,513.53	0.00	0.00	0.00	2,513.53	0.00%
				82.610.631.1 Ending Bal	2,513.53	0.00	0.00	0.00	2,513.53	0.00%
				Period Total	0.00	0.00	0.00	0.00		
				0631 LAR FIELD LIBRARY Ending Bal	2,513.53	0.00	0.00	0.00	2,513.53	0.00%
					0.00	0.00	0.00	0.00		

82.610.632.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
				82.610.632.1 Ending Bal	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
				Period Total	0.00	0.00	0.00	0.00		
				0632 E. FISHER LIBRARY Ending Bal	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
					0.00	0.00	0.00	0.00		

82.610.633.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
				82.610.633.1 Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
				Period Total	0.00	0.00	0.00	0.00		

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0633 FORD LIBRARY Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.634.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
		82.610.634.1 Ending Bal			2,000.00	0.00	0.00	0.00	2,000.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0634 FOWLER LIBRARY Ending Bal	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.635.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	250.00	0.00	0.00	0.00	250.00	0.00%
		82.610.635.1 Ending Bal			250.00	0.00	0.00	0.00	250.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0635 E. GODDARD LIBRARY Ending Bal	250.00	0.00	0.00	0.00	250.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.636.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
		82.610.636.1 Ending Bal			1,000.00	0.00	0.00	0.00	1,000.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0636 G. HAMMON LIBRARY Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.637.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	1,000.00	0.00	0.00	0.00	1,000.00	0.00%

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82.610.637.1 Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
Period Total	0.00	0.00	0.00	0.00		
0637 KEITH LIBRARY Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.638.1 BALANCE FORWARD						Account Type:	E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	8,324.30	0.00	0.00	0.00	8,324.30	0.00%
		82.610.638.1 Ending Bal			8,324.30	0.00	0.00	0.00	8,324.30	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0638 W. FAULKER LIBRARY Ending Bal			8,324.30	0.00	0.00	0.00	8,324.30	0.00%
					0.00	0.00	0.00	0.00		

82.610.640.1 BALANCE FORWARD						Account Type:	E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	2,963.00	0.00	0.00	0.00	2,963.00	0.00%
		82.610.640.1 Ending Bal			2,963.00	0.00	0.00	0.00	2,963.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0640 R.HARRIS BOOK FUND Ending Bal			2,963.00	0.00	0.00	0.00	2,963.00	0.00%
					0.00	0.00	0.00	0.00		
		Dept 610 LIBRARY Ending Bal			71,985.19	0.00	0.00	0.00	71,985.19	0.00%
					0.00	0.00	0.00	0.00		
		Fund 82 NONEXPEND. TR. Ending Bal			71,985.19	0.00	0.00	0.00	71,985.19	0.00%
					0.00	0.00	0.00	0.00		

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84.610.630.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	4,474.56	0.00	0.00	0.00	4,474.56	0.00%
				84.610.630.1 Ending Bal	4,474.56	0.00	0.00	0.00	4,474.56	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.630.4820 GEO W FISHER LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	1,475.25	0.00	0.00	1,475.25	0.00%
				84.610.630.4820 Ending Bal	0.00	1,475.25	0.00	0.00	1,475.25	0.00%
				Period Total	0.00	0.00	0.00	0.00		

0630	GEO W FISHER LIBRARY	Ending Bal	4,474.56	1,475.25	0.00	0.00	5,949.81	0.00%
			0.00	0.00	0.00	0.00		

84.610.631.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	2,128.45	0.00	0.00	0.00	2,128.45	0.00%
				84.610.631.1 Ending Bal	2,128.45	0.00	0.00	0.00	2,128.45	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.631.4820 LAR FIELD LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	122.75	0.00	0.00	122.75	0.00%
				84.610.631.4820 Ending Bal	0.00	122.75	0.00	0.00	122.75	0.00%
				Period Total	0.00	0.00	0.00	0.00		

0631	LAR FIELD LIBRARY	Ending Bal	2,128.45	122.75	0.00	0.00	2,251.20	0.00%
			0.00	0.00	0.00	0.00		

84.610.632.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	4,224.00	0.00	0.00	0.00	4,224.00	0.00%
				84.610.632.1 Ending Bal	4,224.00	0.00	0.00	0.00	4,224.00	0.00%
				Period Total	0.00	0.00	0.00	0.00		

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84.610.632.4820 E. FISHER LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	243.90	0.00	0.00	243.90	0.00%
				84.610.632.4820 Ending Bal	0.00	243.90	0.00	0.00	243.90	0.00%
				Period Total	0.00	0.00	0.00	0.00		
0632 E. FISHER LIBRARY Ending Bal					4,224.00	243.90	0.00	0.00	4,467.90	0.00%
					0.00	0.00	0.00	0.00		

84.610.633.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	865.19	0.00	0.00	0.00	865.19	0.00%
				84.610.633.1 Ending Bal	865.19	0.00	0.00	0.00	865.19	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.633.4820 FORD LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	49.31	0.00	0.00	49.31	0.00%
				84.610.633.4820 Ending Bal	0.00	49.31	0.00	0.00	49.31	0.00%
				Period Total	0.00	0.00	0.00	0.00		
0633 FORD LIBRARY Ending Bal					865.19	49.31	0.00	0.00	914.50	0.00%
					0.00	0.00	0.00	0.00		

84.610.634.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	1,698.30	0.00	0.00	0.00	1,698.30	0.00%
				84.610.634.1 Ending Bal	1,698.30	0.00	0.00	0.00	1,698.30	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.634.4820 FOWLER LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	97.79	0.00	0.00	97.79	0.00%
				84.610.634.4820 Ending Bal	0.00	97.79	0.00	0.00	97.79	0.00%
				Period Total	0.00	0.00	0.00	0.00		

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0634 FOWLER LIBRARY Ending Bal	1,698.30	97.79	0.00	0.00	1,796.09	0.00%
	0.00	0.00	0.00	0.00		

84.610.635.1 BALANCE FORWARD						Account Type: E				
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	231.02	0.00	0.00	0.00	231.02	0.00%
				84.610.635.1 Ending Bal	231.02	0.00	0.00	0.00	231.02	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.635.4820 E. GODDARD LIBRARY INTEREST ON INVESTME						Account Type: R				
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	12.71	0.00	0.00	12.71	0.00%
				84.610.635.4820 Ending Bal	0.00	12.71	0.00	0.00	12.71	0.00%
				Period Total	0.00	0.00	0.00	0.00		

0635 E. GODDARD LIBRARY Ending Bal	231.02	12.71	0.00	0.00	243.73	0.00%
	0.00	0.00	0.00	0.00		

84.610.636.1 BALANCE FORWARD						Account Type: E				
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	866.13	0.00	0.00	0.00	866.13	0.00%
				84.610.636.1 Ending Bal	866.13	0.00	0.00	0.00	866.13	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.636.4820 G. HAMMON LIBRARY INTEREST ON INVESTME						Account Type: R				
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	49.34	0.00	0.00	49.34	0.00%
				84.610.636.4820 Ending Bal	0.00	49.34	0.00	0.00	49.34	0.00%
				Period Total	0.00	0.00	0.00	0.00		

0636 G. HAMMON LIBRARY Ending Bal	866.13	49.34	0.00	0.00	915.47	0.00%
	0.00	0.00	0.00	0.00		

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84.610.637.1 BALANCE FORWARD						Account Type:	E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	866.66	0.00	0.00	0.00	866.66	0.00%
		84.610.637.1		Ending Bal	866.66	0.00	0.00	0.00	866.66	0.00%
		Period Total			0.00	0.00	0.00	0.00		

84.610.637.4820 KEITH LIBRARY INTEREST ON INVESTME						Account Type:	R			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	49.36	0.00	0.00	49.36	0.00%
		84.610.637.4820		Ending Bal	0.00	49.36	0.00	0.00	49.36	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0637 KEITH LIBRARY	Ending Bal				866.66	49.36	0.00	0.00	916.02	0.00%
					0.00	0.00	0.00	0.00		

84.610.638.1 BALANCE FORWARD						Account Type:	E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	6,989.93	0.00	0.00	0.00	6,989.93	0.00%
		84.610.638.1		Ending Bal	6,989.93	0.00	0.00	0.00	6,989.93	0.00%
		Period Total			0.00	0.00	0.00	0.00		

84.610.638.4820 W. FAULKER LIBRARY INTEREST ON INVESTME						Account Type:	R			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	404.95	0.00	0.00	404.95	0.00%
		84.610.638.4820		Ending Bal	0.00	404.95	0.00	0.00	404.95	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0638 W. FAULKER LIBRARY	Ending Bal				6,989.93	404.95	0.00	0.00	7,394.88	0.00%
					0.00	0.00	0.00	0.00		

84.610.639.1 BALANCE FORWARD						Account Type:	E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	106,584.98	0.00	0.00	0.00	106,584.98	0.00%
		84.610.639.1		Ending Bal	106,584.98	0.00	0.00	0.00	106,584.98	0.00%
		Period Total			0.00	0.00	0.00	0.00		

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84.610.639.4820 NELSON LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	2,816.76	0.00	0.00	2,816.76	0.00%
				84.610.639.4820 Ending Bal	0.00	2,816.76	0.00	0.00	2,816.76	0.00%
				Period Total	0.00	0.00	0.00	0.00		
0639 NELSON LIBRARY Ending Bal					106,584.98	2,816.76	0.00	0.00	109,401.74	0.00%
					0.00	0.00	0.00	0.00		

84.610.640.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	2,353.91	0.00	0.00	0.00	2,353.91	0.00%
				84.610.640.1 Ending Bal	2,353.91	0.00	0.00	0.00	2,353.91	0.00%
				Period Total	0.00	0.00	0.00	0.00		

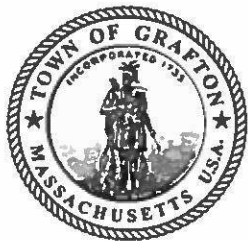
84.610.640.4820 R.HARRIS BOOK FUND INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	140.59	0.00	0.00	140.59	0.00%
				84.610.640.4820 Ending Bal	0.00	140.59	0.00	0.00	140.59	0.00%
				Period Total	0.00	0.00	0.00	0.00		
0640 R.HARRIS BOOK FUND Ending Bal					2,353.91	140.59	0.00	0.00	2,494.50	0.00%
					0.00	0.00	0.00	0.00		

84.610.659.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	10,149.16	0.00	0.00	0.00	10,149.16	0.00%
				84.610.659.1 Ending Bal	10,149.16	0.00	0.00	0.00	10,149.16	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.659.4820 J. WHELOCK LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/31/2021	BBAL		Beginning Balance	0.00	498.40	0.00	0.00	498.40	0.00%
				84.610.659.4820 Ending Bal	0.00	498.40	0.00	0.00	498.40	0.00%
				Period Total	0.00	0.00	0.00	0.00		

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0659 J. WHEELOCK LIBRARY Ending Bal	10,149.16	498.40	0.00	0.00	10,647.56	0.00%
	0.00	0.00	0.00	0.00		
 Dept 610 LIBRARY Ending Bal	 141,432.29	 5,961.11	 0.00	 0.00	 147,393.40	 0.00%
	0.00	0.00	0.00	0.00		
 Fund 84 EXPENDABLE TR. Ending Bal	 141,432.29	 5,961.11	 0.00	 0.00	 147,393.40	 0.00%
	0.00	0.00	0.00	0.00		
 Grand Total	 -1,549,698.44	 6,418.71	 1,871,409.50	 669,702.60	 -4,084,391.83	 0.00%
	0.00	114.40	87,541.32	-603.09		



TOWN of GRAFTON
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Grafton Public Library Board .of Library Trustees

REGULAR MEETING

MINUTES

Wednesday November 17, 2021 7:00pm via Zoom

Attended: Aaron Vandesteen, Chair; Douglas Bowman, Trustee; Martin Estner, Trustee; Beth Gallaway, Library Director; Daniela Sharma, Trustee; Karen Ceppetelli, Trustee; Cyndi Zarriello, Scribe

Absent: Stephanie Teixeira, Vice-Chair; Dana Wilson, Trustee.

CALL TO ORDER

The meeting of the Library Board of Trustees was called to order by Aaron Vandesteen, Chair at 7:03 pm.

This meeting was convened via Zoom conference as posted on the Town's website, identifying how the public may join. Aaron read the Script for Remotely Conducted Open Meetings and Public Meeting Remote Participation Guidelines. Of note, this meeting is being recorded, and attendees are participating by video conference.

APPROVE MINUTES

Karen Ceppetelli made a motion to accept the minutes from the October 27th meeting, Doug Bowman seconded the motion and approved by all through a roll call vote.

APPROVE BILLS

Karen Ceppetelli made a motion to accept warrants #19 and #21 signed by Library Director Beth Gallaway, seconded by Doug Bowman and approved by all through a roll call vote.

ON-GOING BUSINESS

• **MPLCP - Beth Gallaway**

- The Library still has temporary occupancy certification but there is movement towards permanent occupancy. A temporary fix for the vestibule handicap opening; the handicap shower is fixed and temporary signage is up.
- Working on the punch list, still 14 items.
- The tree in the Children's Room is being installed and the room will be closed for three days. We'll have a pop-up Children's Room in the Community Room.
- The landscaping is finished and we can open the front doors, still need the computer for gate and door counter.
- People are excited and blown away with how beautiful the Library is.

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- HVAC issue - harsh chemicals were used and staff were having headaches/dizziness.
- The elevator keeps putting itself out of commission. We're told this is a normal breaking in period.
- Meeting room use is going well.
- No doors on the tutoring rooms.
- Phone transfer is set to take place 12/1/2021.
- IT is very present on site; pursuing self check lockers for the computers.
- Printing is intermittent.
- Friday, December 17 a 11 am is the Ceremonial Ribbon Cutting.
- Door counters are working and staff are doing manual count as well. Haven't received a software report yet. Once we are using the report, staff will need to use the staff door.
- **Grand Reopening**
 - Friday December 17, 2021 at 11:00 a.m.
 - Public is invited.
 - Outside for ribbon cutting and speeches.
- **FY22 Budget Update - Beth Gallaway**
 - Concern about a miscoded line in the rental & leases. Will be looking into this issue.
 - Everything else looks good.
 - Educational materials account is a bit high and we still have a bit of money that is encumbered.
 - The gift account is very robust. Will use some for the ribbon cutting ceremony.
 - Construction Budget:
 - Concern over the amount of money left in the Furniture, Fixture, & Equipment account, around \$21,000 left.
 - IT budget is over \$2,000.
 - The Historical Commission has a concern with the visibility of the HVAC system on the roof. An estimate for the screens is \$50,000 for fabrication only. The project budget is getting very tight.
 - Doug said the capital campaign money is for capital items: money for projects, unrestricted funds and giving some money to the town. No set percentage for each area yet. Planning on spending 80% soon.
 - Rest of the money is for future years and maintenance on landscaping/green roof.
- **IT Update - Beth Gallaway**

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- The Town's company is good to work with. We email what we need and when there are enough items on the list, someone will be sent out.
- Staff concerned about patrons sending personal email to staff account in order to get something printed. The new computers USB drives don't work on the monitor, just on the back of the machines.
- The wireless is working; however, there is no way to track the number of users which is needed for the ARIS report.
- A lot of the items we are having trouble with should have all been fixed so we didn't have to worry about it. We did not receive the requested computers and the new computers are not very reliable.
- Everything we do is IT-related and time down or spent troubleshooting is pulling staff off of the desk and away from helping patrons.
- **GPL Capital Campaign - Doug Bowman**
 - The landscaping is done on the front and sides as well as the teen patio.
 - The sign company and artist came in for placement of the donor wall and signs for the rooms.
- **Advocacy - Aaron Vandestein - Tabled**
- **Friends Membership - Beth Gallaway**
 - Reminder by Aaron that the Board Members need to renew their Friend's Membership in December/January timeframe.
 - Friend's Book Sale update
 - Friends had printed a new brochure
 - Will be onsite for Grafton Celebrates the Holidays
 - The LEGO build will be the front of the Grafton Public Library.
 - Will have Cards for a Cause and book bundles
 - Next meeting will be December 7th and Aaron Vandestein will attend
- **Building and Grounds - Beth Gallaway**
 - Doug sent a list of things he noticed. Most are on the scope and are being taken care of.
 - Holes near the old boilers
 - Windows sealed with plywood
 - Trash can next to the bicycle rack
 - Bushes not planted or not removed
 - Doug will reach out to Karen Ceppetelli to do next month's inside walk about.

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- **COVID-19 Update - Beth Gallaway**

- The 2020 Manual and training need to be updated with current information.
- The building is very dirty. Paul is doing an amazing job but we only get him 15 hours per week. He is unable to vacuum, empty trash, and clean the bathrooms in that amount of time. That doesn't include all the glass that needs to be cleaned; floors washed; or any routine maintenance.
- Beth have been asking for 60 hrs of Custodian and IT help since 2016!
- There was an incident where the women's restroom toilets were clogged. The toilets were out of use for 10 days.
- We are averaging 200 visitors per day.

NEW BUSINESS

- **2022 Meeting Schedule**

Karen Ceppetelli made a motion to approve the Board of Library Trustee meeting dates for 2022. Daniella Sharma seconded the motion. A comment was made that the meeting dates don't seem to interfere with any holidays. Motion was approved by all.

- **2022 Closing of Grafton Public Library**

- Beth gave an amendment to the previous schedule to change the Professional Development day from Friday, January 14th to Thursday, January 13th.
- Karen Ceppetelli made a motion to accept the closing dates and Daniella Sharma seconded the motion. Motion was approved by all.

POLICY REVIEW - Tabled

DIRECTOR'S REPORT - Beth Gallaway

- Beth is very tired and working lots of hours.
- We gave out 162 new library cards in 3 weeks.
- Item for the policy committee - what do we do for patrons requesting a library card but permanently live out of state but are here temporarily. Do we charge them?
- We had Mr. Kim, an in person program, in November.
- Five volunteers returned in October.
- Doug - staffing is an issue. We had 6 or 7 teens wanting to use the teen room but not enough staff so we had to close the room. We need to help Beth however we can so we don't need to close rooms during peak times.
 - If the public doesn't feel the stress the staff is under, we won't get more staffing.
 - Karen doesn't want to hide the problem.
- The building is closed as of 8 pm today due to the chemical fumes.

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- Will you be able to open tomorrow am? We will see after we open the doors and windows.
- Doug Bowman participated in the trail clearing. It is a huge piece of property and will be a great resource for the library.

PUBLIC INPUT - none

NEXT MEETING: December 15, 2021 at 7pm via Zoom

ADJOURNMENT

Karen Ceppetelli made a motion to adjourn the meeting at 8:20pm, Doug Bowman seconded the motion and was approved by all.

Respectfully Submitted,
Cyndi Zarriello

Attachments: Agenda, Minutes, Warrant Coversheets, 2022 Trustee Meeting Schedule, 2022 Library Closings, Director's Report, October Stats.

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12205

Year: 2022

Effective Date: 11/24/2021

Post Date: 11/17/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
59619	540 MASSACHUSETTS ELECTRIC	40461-92012	13.94		1.610.2.5210	ENERGY	13.94	Validated
59619	540 MASSACHUSETTS ELECTRIC	52927-27019	28.81		1.610.2.5210	ENERGY	28.81	Validated
59617	191 KOOPMAN LUMBER CO INC	1063633	85.42		1.610.2.5240	REPAIR AND MAINTENANCE	85.42	Validated
59610	5524 AMERICAN ALARM &	1195310	386.32		1.610.2.5240	REPAIR AND MAINTENANCE	386.32	Validated
59623	2118 W. B. MASON CO	224985422	7.77		1.610.2.5240	REPAIR AND MAINTENANCE	7.77	Validated
59623	2118 W. B. MASON CO	225065172	74.35		1.610.2.5240	REPAIR AND MAINTENANCE	74.35	Validated
59622	1536 VERIZON	9892172072	26.00		1.610.2.5340	COMMUNICATIONS	26.00	Validated
59621	245 POSTMASTER, GRAFTON	PMG111521	58.00		1.610.2.5340	COMMUNICATIONS	58.00	Validated
59623	2118 W. B. MASON CO	224985422	4.01		1.610.2.5420	OFFICE SUPPLIES	4.01	Validated
59623	2118 W. B. MASON CO	225057048	600.92		1.610.2.5420	OFFICE SUPPLIES	600.92	Validated
59618	9897 MIDWEST TAPE, LLC	501229055	34.89		1.610.2.5515	EDUCATIONAL SUPPLIES	34.89	Validated
59612	3613 INGRAM LIBRARY SERVICE	55869335	124.34	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	124.34	Validated
59612	3613 INGRAM LIBRARY SERVICE	55869336	9.52	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	9.52	Validated
59612	3613 INGRAM LIBRARY SERVICE	55869337	81.92	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	81.92	Validated
59612	3613 INGRAM LIBRARY SERVICE	55869338	90.20	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	90.20	Validated
59612	3613 INGRAM LIBRARY SERVICE	55869339	21.71	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	21.71	Validated
59660	12170 KB INDUSTRIES, INC	209171	240.41	009994	1.610.2.5717	Programs	240.41	Validated
59662	12601 POP UP ART SCHOOL, INC	441	275.00		1.610.2.5717	Programs	275.00	Validated
59611	12638 FRIENDS OF SHREWSBURY	SPL102221	300.00		1.610.2.5717	Programs	300.00	Validated
610 EXPENSES Total							\$2,463.53	

.61 LIBRARY EQUALIZATION

59661	9554 MASSACHUSETTS LIBRARY	7133	1,765.26	10116	20.610.291.5200	SERVICES	1,765.26	Validated
59617	191 KOOPMAN LUMBER CO INC	1054332	32.34		29.610.361.5400	SUPPLIES	32.34	Validated
59617	191 KOOPMAN LUMBER CO INC	1055770	8.00		29.610.361.5400	SUPPLIES	8.00	Validated
59617	191 KOOPMAN LUMBER CO INC	1055795	8.66		29.610.361.5400	SUPPLIES	8.66	Validated
59627	6519 XEROX CORPORATION	014795433	30.07		29.610.793.5400	SUPPLIES	30.07	Validated
59623	2118 W. B. MASON CO	225057095	26.30		29.610.793.5400	SUPPLIES	26.30	Validated

.61 LIB MATERIALS \$1,870.63

Schedule #12205 Total \$4,334.16

To the Town Accountant:

The above named bills of the Grafton Public Library, amounting in the aggregate to \$ 4,334.16
have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer